



Process for Requesting GWorld Rentals for SAC Recognized Student Groups

☐ Please give the GWorld office a MINIMUM of five (5) business days official notification. Official notification is comprised of sending an **email** to gworld@gwu.edu to include the following information:

- ✓ Point of Contact Information (Name, Campus phone, and email)
- ✓ Student Group and Event Name
- ✓ Student Group Campus Address
- ✓ Date(s) and Time(s) of Event
- ✓ Brief Description of Event
- ✓ Location of Event- pick only from the following:
 - *Marvin Center Columbian Square (1st floor)*
 - *Marvin Center Grand Ballroom (3rd floor)*
 - *Marvin Center Continental Ballroom / Amphitheater (3rd floor)*
 - *Marvin Center H Street Terrace*
 - *Kogan Plaza*
 - *University Yard*
 - *Alumni House*
 - *1957 E Street (Elliott School)*

☐ Once GWorld receives event notification; a GWorld representative will discuss the event details, dates, and the GWorld Merchant Agreement and GWorld Equipment Rental Contract with the organization's point of contact. **Prior to receiving these contracts, the organization will have to provide a copy of their Marvin Center Scheduling and Event Services Confirmation Report to the GWorld Card Office.**

☐ The organization's point of contact will be responsible for returning the GWorld Merchant Agreement and the GWorld Equipment Rental Contract prior to the scheduled event. **The organization's point of contact, and either Tim Miller or Nick Hudson in the Center for Student Engagement must sign the GWorld Merchant Agreement and the GWorld Equipment Rental Contract.** GWorld hardware will not be issued until the GWorld Merchant Agreement and the GWorld Equipment Rental Contract are complete and have been returned to the GWorld Card Program.

☐ The GWorld Card Program Office will provide the organization with hardware consisting of an Aero Point of Sale Reader with printer and power supply as well as training on device usage and setup.

☐ **6% commission is taken from all sales. There are no other rental or transaction fees.**

☐ During the event, the organization is responsible for care of all GWorld hardware, aside from general wear and tear. Lost or damaged equipment will be billed to the organization's Oracle account at cost for replacement or repair:

- Replacement GWorld Aero Reader (wired or wireless) = ~\$1,450.00

☐ **The next business day following the event,** the organization is responsible for returning all GWorld hardware to the GWorld Card Program Office.

☐ Within five (5) business days of returning all hardware, the GWorld Financial Analyst will Journal Entry the sum of event sales back to the Center for Student Engagement Office's revenue account where as their office will oversee the payment process to the student organization.

The GWorld Card Office
Marvin Center, Ground Floor
202-994-1795

Office Hours:
Monday – Thursday / 8:30am – 6:00pm
Friday / 8:30am – 4:30pm