

# Arizona State University

# **Barrett & O'Connor Washington Center Event Guide**

**ASU Barrett & O'Connor Washington Center**

1800 I Street, NW  
Washington, DC 20006

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<https://washingtondc.asu.edu>





# Welcome

On behalf of Arizona State University, welcome to the Barrett & O'Connor Washington Center.

Located one block off of Farragut Square in downtown Washington, DC, this eight-story facility has been thoughtfully constructed to offer the faculty, students and staff of Arizona State University a variety of meeting, classroom and event spaces to accommodate large and small functions alike.

The following information has been compiled as a resource to help in planning your event. Our facility staff will also gladly assist you with your planning needs. Please don't hesitate to ask.

# How to Book your Event at the Barrett & O'Connor Washington Center

Please follow these steps to begin booking your meeting or event at the Barrett & O'Connor Washington Center:

1. Email [eventsdc@asu.edu](mailto:eventsdc@asu.edu) with the following information:
  - Name of the meeting/event
  - The purpose/goal of your event
  - ASU department hosting function – note that the Washington Center is not available for use by non-ASU entities
  - Estimated number of attendees
  - Programmatic needs – how many rooms are needed, A/V requirements, etc.
  - Preferred date(s) and event times
2. The Events Team will check space availability and send confirmation of your booking
3. Confirm and finalize room set-up and A/V needs no later than 3 weeks prior to event
4. Finalize and provide catering information no later than 2 weeks prior to event (more information on page 3)
5. Finalize the following information no later than 1 week prior to event:
  - Confirmed number of attendees (must provide registration list at least 48 hours prior to function start)
  - A/V needs
  - Room set-up needs
  - A copy of the function agenda/schedule
  - Email, phone and arrival time of day-of contact/person managing the function

## Site Visit

If your schedule allows, we recommend an advance site visit so you can walk through the set-up of your program, movement of your guests and discuss any specific set-up. The site visit can be arranged several weeks in advance of your event up to a few days beforehand.

# Catering

The below list represents a small sampling of catering options available near the Barrett & O'Connor Washington Center.

Please let us know if you would like more options or have any specific needs/requests.

- [RSVP Catering](#) – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- [Main Event Caterers](#) – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- [Corcoran Caterers](#) – corporate drop-off and full-service catering; breakfast, lunch, reception (with or without alcohol) and dinner options. Delivery only.
- [MENUS Catering](#) – corporate drop-off and full-service catering; hot and cold breakfast, lunch and dinner options. Delivery only.
- [Sinplicity](#) – corporate drop-off including breakfast, and lunch options. Delivery only.
- [W. Millar & Co. Catering](#) – corporate drop-off and full-service catering; breakfast, lunch, reception (no alcohol only) and dinner options. Online ordering available. Will accommodate orders until 4:30PM the day prior. Delivery only.

The Events staff will confirm and set-up your preferred furniture layout, including tables for catering, prior to the start of your program. We regret that we are unable to change the room set-up once the function has begun.

Extensive set-up requests may require additional furniture be rented from an outside vendor.

It is the responsibility of the event organizer/point of contact or hired caterers to ensure that all leftover catering and materials have been properly placed in the trash/recycling receptacles at the end of the event. All rooms must be returned cleaned and ready for use by the next group.



# Alcohol Policy

ASU's Office of General Counsel requires that all alcohol must be arranged, provided and distributed through a licensed caterer. The licensed caterer must hold an up-to-date license to procure and serve in the District of Columbia. A copy of the license must be provided in advance. All alcohol service must be approved in advance by the Events team.

# Average Catering Costs in Washington, DC

Continental breakfast - \$10 to \$13 pp Hot

Buffet breakfast - \$15 to \$19 pp

Sandwich lunches or box lunches with appropriate sides/desserts - \$13 to \$17 pp

Hot lunch/dinner served buffet style with appropriate sides/desserts - \$16 to \$25 pp

**NOTE:** All food and beverage will incur a 10% DC sales tax and delivery fees/service charges, as applicable. Service charges will vary by vendor up to 24%.

# Sustainability Initiatives

As part of ASU's commitment to creating a sustainable campus, we encourage all users of the Event Pavilion to keep sustainability in mind when planning your event, including catering. Some sustainability initiatives we encourage include:

- Use water carafes instead of individual plastic water bottles
- Ask caterers to bring less
- Use biodegradable or compostable utensils
- Order food that doesn't require utensil usage
- And many more...

Please see our list of event catering sustainability initiatives [here](#).

# Other Event Related Items to Consider

## **Staffing Your Event**

When using the function space, please be mindful that rooms must be returned cleaned and ready for use by the next group. Hosts should coordinate with their team on who will be assigned to set-up, meet the caterers upon their arrival, meet with the A/V team prior to the function start, greet guests in the lobby, clean up, etc.

## **Audio/Visual Technology Needs and Presentations (PowerPoint, PDF, etc.)**

Meeting rooms are fully equipped for most A/V needs. Specific availability is listed in the below Capacity Chart. Please communicate your A/V needs to the Events Team prior to your event to ensure that our on-site University Technology Office staff – [utodc@asu.edu](mailto:utodc@asu.edu) – are prepared for your function.

Presentations may be emailed ahead of your event to [eventsdc@asu.edu](mailto:eventsdc@asu.edu). We strongly encourage to have back-ups of presentations on a USB key.

## **Office Supplies and Photocopying**

You may send any materials and supplies (including office supplies) prior to your event to the attention of Paolo Rivera (Event and Office Coordinator). Please include your name, event, and event date.

Bulk print jobs should be sent to a local copy shop for reproduction. We recommended FedEx Office Print and Ship Center, located 1.5 blocks away at 1825 K Street NW, Washington, DC 20006 <https://local.fedex.com/dc/washington/office-4426/>

Small run print jobs that may arise at the last minute, as well as one-off office supplies, may be available as needed. Supplies are limited but please inquire.

## **Walls and Floors**

Items may be taped to **glass wall surfaces using blue painter's tape only**. Please discuss any needs to tape materials onto the glass walls with the Event and Office Coordinator.

Users are not permitted to place tape of any kind, glitter or adhesive decor onto the floor or walls.

## **Damage**

If something is damaged during your use of space at the Barrett & O'Connor Washington Center, please inform the Event and Office Coordinator right away.

# Capacity Chart

Room	Existing Set-up	Boardroom	Theater	Class-room	Rounds	Reception	Audio/Visual	Notes
<b>Conference Room 116</b>	Boardroom	6 (can add 4 chairs additional chairs around perimeter)	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	One flat panel screen mounted to wall
<b>Decision Theater</b>	Classroom (four tables in a semi-circle)	N/A	20	12 (can add 6 additional chairs around perimeter)	N/A	N/A		See 'Decision Theater' on page 8
<b>Conference Room 208</b>	Boardroom	8 (can add 4 additional chairs around perimeter)	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	One flat panel screen mounted to wall
<b>Classroom 211</b>	Hollow square	N/A	40	38	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>- Three flat panel screens mounted to wall</li> <li>- Will seat 24 in a hollow square</li> </ul>
<b>Enclave 203</b>	Round table	4	N/A	N/A	N/A	N/A	N/A	
<b>Enclave 205</b>	Rectangular table	5	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	
<b>Conference Room 308</b>	Boardroom	8 (can add 6 additional chairs around perimeter)	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	One flat panel screen mounted to wall

## Capacity Chart (continued)

Room	Existing Set-up	Boardroom	Theater	Class-room	Rounds	Reception	Audio/Visual	Notes
<b>Conference Room 405</b>	Boardroom	8 (can add 2 additional chairs around perimeter)	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	One flat panel screen mounted to wall
<b>Conference Room 616</b>	Boardroom	14 (can add 6 additional chairs around perimeter)	N/A	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> </ul>	Two flat panel screens mounted to wall
<b>Enclave 717</b>	Rectangular table	5	N/A	N/A	N/A	N/A	N/A	
<b>Enclave 719</b>	Rectangular table	5	N/A	N/A	N/A	N/A	N/A	
<b>Event Pavilion – 8<sup>th</sup> Floor</b>	N/A	20	70	50	64 (eight rounds of eights)	100	<ul style="list-style-type: none"> <li>- Video conference</li> <li>- Video recording</li> <li>- Audio conference</li> <li>- PC with internet access</li> <li>- PowerPoint</li> <li>- 3 microphones (2 handheld, 1 lavalier)</li> </ul>	<ul style="list-style-type: none"> <li>- Onescreen mounted to wall</li> <li>- Will seat 28 in a hollow square</li> <li>- Will seat 24 in a U-shape</li> <li>- Podium</li> </ul>

Complimentary Wi-Fi is available throughout the building via ASU's guest Wi-Fi network.



# Decision Theater – 1<sup>st</sup> Floor

The Decision Theater uses state-of-the-art expertise in collaborative, computing and display technologies for data visualization, modeling and simulation. It is a powerful tool in helping subject-matter experts and policymakers simplify and visualize complex problems, in order to produce better solutions.

By creating interactive, collaborative models in an immersive, visually stimulating environment, the Decision Theater brings clarity to complex data and analysis. The goal is to display the dynamics of a problem, and the effects of various policy options, in a clear and compelling manner – thus helping experts develop and demonstrate the best approaches to addressing a given problem.

More information about the Decision Theater is available at [dt.asu.edu](http://dt.asu.edu).

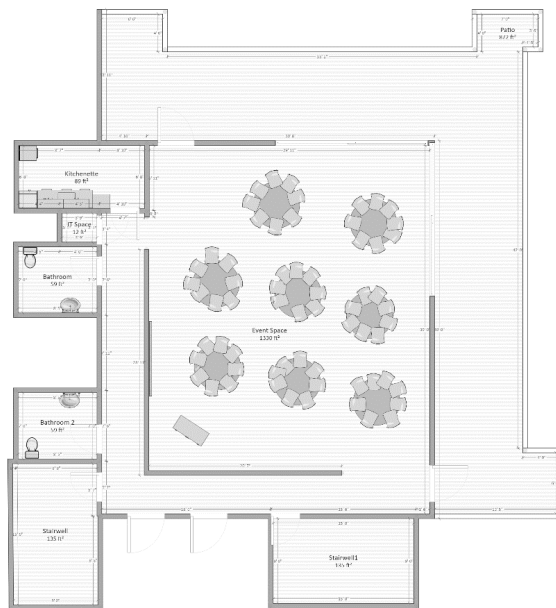


## Event Pavilion – 8<sup>th</sup> Floor

The eighth floor Event Pavilion is the largest and most flexible space at the Barrett & O'Connor Washington Center. Flanked on two sides by an outdoor patio, retractable doors can be adjusted to create an indoor/outdoor reception space.

The Event Pavilion is fully mediated and includes a built-in podium, small catering kitchen, moveable coat racks and two dedicated restrooms.

### Round Table Style (up to 8 seated round tables of 8 people each)



### Theater Style (up to 70 people seated)





Classroom Style (up to 50 people seated at tables) – sample image below



# Traveling to the Barrett & O'Connor Washington Center

## **ASU Barrett & O'Connor Washington Center**

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**Metro** – The Barrett & O'Connor Washington Center is Metro accessible via Farragut West station – 18<sup>th</sup> street exit (Blue, Orange and Silver Lines). Upon exiting the station, the facility will be on the corner behind you at 18<sup>th</sup> Street and I Street. Farragut North station (Red Line) is also in walking distance – approximately three blocks walk.

**Uber/Lyft/Taxi** – Taxi cabs and rideshare options are readily available throughout Washington, DC and will be easy to access when departing the Barrett & O'Connor Washington Center.

**Parking** – The Barrett & O'Connor Washington Center does not have on-site parking, and street parking is very limited. If you cannot find a metered spot, the following local parking garages are recommended:

- Colonial Parking – 1775 I Street, NW  
Open Monday thru Thursday, 6:30AM to 8:00PM  
Friday, 6:30AM to 10:00PM  
\$12 for the first hour; \$21 daily max, \$15.95 Early Bird (enter before 8:00AM)  
\$8 Evening (enter after 5:00pm)
- Farragut Center Parking – 1725 I Street, NW  
Open Monday thru Friday, 7:00AM to 10:00PM  
\$12 for the first hour; \$20 daily max, \$8 Evening (5:00PM – 10:00PM)
- PMI – 1722 I Street, NW  
Open Monday thru Friday, 7:00AM to 7:00PM  
\$12 for the first hour; \$20 daily max, \$15 Early Bird (enter before 9:00AM, leave by 7:00PM)
- Penn Parking – 1801 Pennsylvania Avenue, NW (access via 18th Street)  
Open Monday thru Thursday, 7:00AM to 9:00PM  
Friday and Saturday, 7:00AM to 11:00PM  
Sunday, 10:00AM to 7:00PM  
\$12 for the first hour; \$20 daily max  
\$15 Early Bird (enter before 8:30AM, leave by 9:00PM), \$10 weekends



# Traveling to Washington, DC – Airport and Hotels

**Airport** – The closest airport is Ronald Reagan Washington National (DCA). A taxi ride from the airport to the facility will cost \$20-30 depending on traffic. Guests can also utilize Metro – take the Blue Line towards Largo Town Center and get off at Farragut West station (seven station stops).

**Hotels** – The following are a selection of hotels near the Barrett & O'Connor Washington Center. Our staff can provide additional recommendations should you need them. Room nights should be booked as far in advance as possible. Rates are always in flux due to the city's busy convention and tourism industries.

## **AC Hotel Washington DC Downtown**

1112 19<sup>th</sup> Street, NW  
Washington, DC 20036  
A Marriott property. European minimalist-style hotel four blocks away from the Washington Center.

## **AKA White House**

1710 H Street, NW  
Washington, DC 20006  
Located 1.5 blocks from the Washington Center. Offers all-suite accommodations including a full kitchen, living room, bedroom and 1.5 baths.

## **Capital Hilton**

1001 16<sup>th</sup> Street, NW  
Washington, DC 20036  
Four blocks from the Washington Center. Standard rooms and rates.

## **Hampton Inn Washington, DC**

1729 H Street, NW  
Washington, DC 20006  
Very affordable 2-star hotel. A bit dated. Often used by staff for very short stays. One block from the Washington Center.

## **Hotel Hive**

2224 F Street, NW  
Washington, DC 20037  
3-star micro boutique hotel. 15 min walk to the Washington Center.

## **Hotel Lombardy**

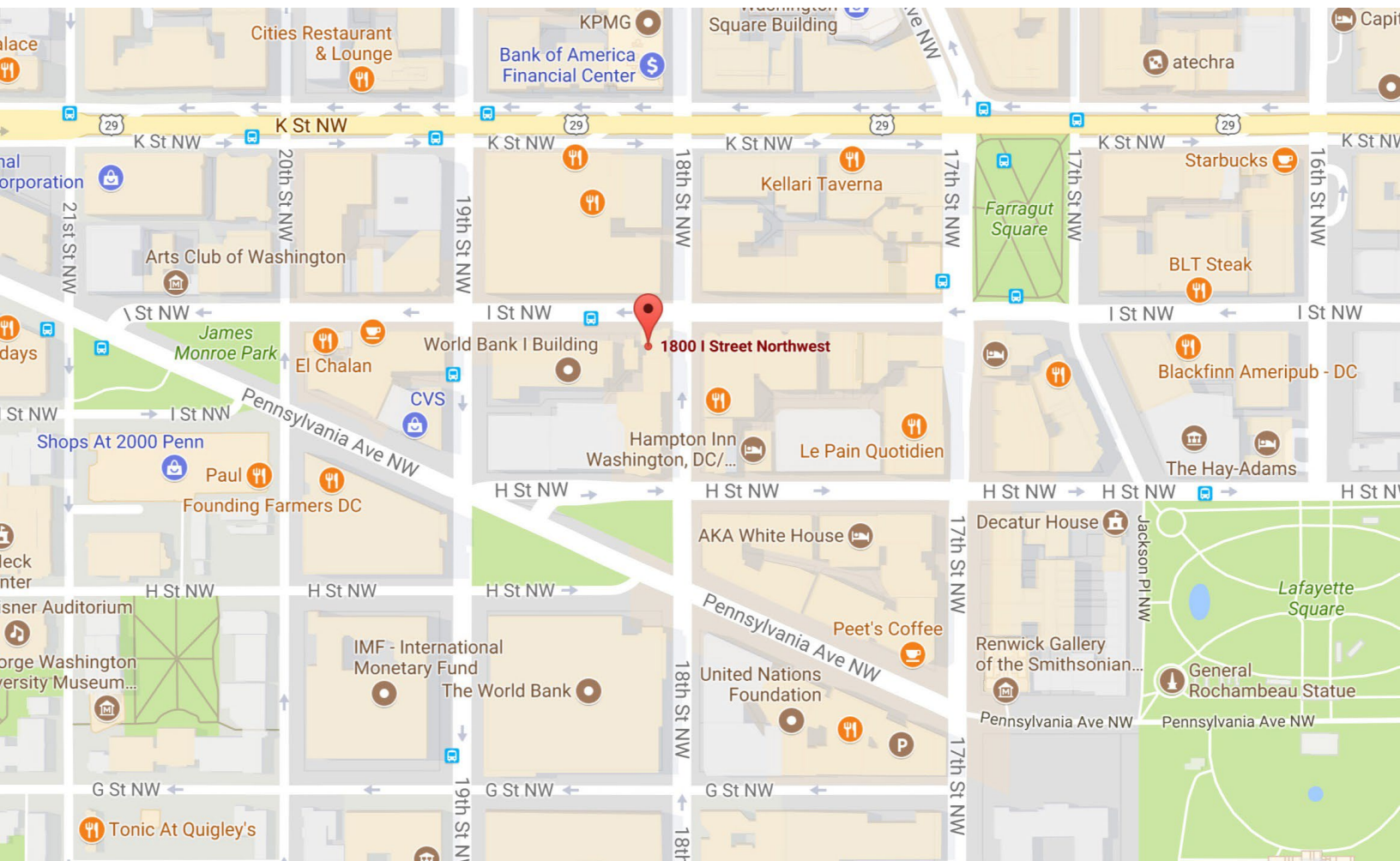
2019 Pennsylvania Avenue, NW  
Washington, DC 20006  
European-style boutique hotel. Affordable rates. Three blocks walk. Popular with visiting ASU staff.

## **The Mayflower Hotel**

1127 Connecticut Avenue, NW  
Washington, DC 20036  
A Marriott property. Four blocks walk. Standard rooms and rates. Government rate available in limited quantity. Your ASU ID will be required at check-in.

## **Yours Truly DC**

1143 New Hampshire Avenue, NW  
Washington, DC 20006  
4-star bohemian-style boutique hotel. 15 min walk to the Washington Center.



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