

Scheduling & Event Services

Department Reservation Guidelines

The Homewood Campus provides meeting and event space available to all JHU Homewood departments. Space can be requested no more than one year in advance and should be requested on-line through the scheduling site.

FEES AND CHARGES

JHU Homewood departments are not charged for the usage of classrooms and most meeting spaces on campus with the exception of Charles Commons meeting space. There are no additional charges for built-in technology within classrooms and meeting spaces, however some spaces require KIT-CATS to operate and support the existing equipment, which is at an additional support charge. There may be additional equipment or services requested that would also involve charges.

JHU affiliates not located on the Homewood Campus may use Homewood facilities; however, there is additional charges for space and services. There are discounted internal rates for those departments using the Homewood Campus. Please call Scheduling & Event Services or process a room request on-line and fees will be assessed.

Rooms must be left in the same condition in which they were found. Trash and recycling containers are available in every room. Should a spill occur, please contact Scheduling & Event Services during the workday. If after hours or on weekends, contact the student monitor for that building or call security and ask that they inform custodial of the incident with the building and room location. Security can be reached at 410-516-6444. If spills or damages occur, the department will be responsible for any materials or additional cleaning charges.

Reservations, which necessitate overtime or other extraordinary expenses, will be billed to the department through a transfer of funds. Scheduling & Event Services will coordinate and schedule the services and charge to the department through the cost center number, which must be provided prior to the event. The department will be notified of any additional charges prior to processing any transfers.

Extraordinary expenses include, but are not limited to:

- a) weekend events which require room set up and breakdown
- b) audiovisual equipment or services rented through KIT-CATS
- c) electrician fees for special events provided by Plant Operations (most usage of Shriver will always require an electrician)
- d) extra clean-up fees for excessive trash removal for the custodian
- e) additional table and chair rentals for a room or outside
- f) extended building hours for an event
- g) security needs (events with alcohol or collecting money may require security)
- h) hanging signs or banners inside or outside buildings

RESERVATION CANCELLATIONS

Room reservations are non-transferable. A department cannot release a room to another department. Any scheduling changes must be made through Scheduling & Event Services.

If an event is canceled or a schedule change is made, it is the responsibility of the department to inform the Scheduling & Events Services at least two business days in advance. There is no guarantee a scheduling change can be accommodated. A telephone cancellation must be followed-up in writing. Failure to contact Scheduling & Event Services may result in fees incurred to clean and setup space. Any overtime charges used for an event not cancelled will be passed on to the department if not canceled within two business days.

SERVICES PROVIDED

Scheduling & Event Services will schedule space for department usage. Please note you may not always receive the space you request. In an effort to ensure we are maximizing the usage of space on campus, we may need to assign an alternative space more conducive to the event or activity. Our Special Event Coordinators will work with departments for making sure space is setup, cleaned, schedule any av support or equipment, rent any outside equipment, and provide room signage.

Additional services may be provided with an administrative fee. Additional services include:

- scheduling and contracting out for catering
- accepting and processing on-line registrations and payments
- on-site registration assistance
- contracting for off-site event locations
- arranging charter bus services
- developing and providing name badges
- folder and packet printing and assembly

Scheduling & Event Services reserves the right to relocate the facility rooms and/or classrooms assigned. In the event a room relocation needs to occur, Scheduling & Event Services shall give the group representative written notice of such relocation as soon as possible, specifying the location of any relocated rooms. All relocated rooms shall be comparable to the rooms originally assigned and shall have sufficient capacity to handle the reservation count. Groups are not permitted to use space not on their reservation. Should groups use spaces that are not part of their reservation, they will be asked to vacate the room and may lose their scheduling privileges.

The presence and use of alcoholic beverages may be permitted at events but requires a licensed caterer to serve. The department must obtain proper licenses if alcohol is being sold at the event. The legal drinking age in Maryland is 21 years of age. No one under the age of 21 may consume alcohol. A system for identifying proof of age must be provided.

Food may be brought into meeting spaces using our on campus caterer or through an outside caterer. Food is restricted from being brought in by individuals or an outside caterer to academic general pool classrooms or into any of the on-campus dining facilities to include Nolan's, Fresh Food Café, and the Lab.

Due to new state and university policies, all events with guests 250 or more must have a certified crowd manager present at the meeting or event. Larger events over 250 will need to designate an additional crowd managers for every additional 250 people. It is the responsibility of the User of this agreement to make sure there is an on-site designated crowd manager and this person receives the certification. Certification can be obtained easily by visiting <http://www.firemarshal.state.md.us/> and watching the brief video and answering the certification questions. The on-site crowd manager must be able to present a copy of the certification if requested during the event. You can print out a certificate after completing the certification on-line.

AUDIO/VISUAL

Events with audio-visual needs must be requested through Scheduling & Event Services at least seven business days prior to the event date. If not requested seven business days in advance, a late fee will be assessed by KIT-CATS and any service or equipment requested is not guaranteed at that point. It is the responsibility of the department requesting the event to contact and provide Scheduling & Event Services all AV needs required for the event. Scheduling the space does not mean av is automatically scheduled. The department must request and communicate needs in order for AV to get scheduled.

Use of the piano in Levering Hall should be requested seven business days in advance. Tuning fees may apply if requested. The piano may not be moved out of the building.

Please note some rooms come with built in technology available for group's usage. Some locations do not have built in equipment and must be rented through KIT-CATS. Charles Commons meeting rooms have built in equipment at no additional cost however, only KIT-CATS staff may operate.

HOURS OF OPERATION

Hours of operations for the facilities and services are 8am – 1am Monday through Friday, 10am – 1am on Saturday and Sundays. Events will not be scheduled and services will not be provided prior to or after these hours. In the event you need to access the room prior to the opening time, arrangements may be made for the building and room to be unlocked, but there will not be staff available for services until the opening time.

Any departments, who request to extend beyond the building closing hours, will need to be reviewed and approved. Additional charges will be assessed if request is approved in order to appropriately staff the building. Fees will be based off the request and on a case-by-case basis.

ADVANCE RESERVATION REQUESTS

Advanced reservation requests may be made by a department who wish to reserve space for a major event on date(s) extending beyond the reservation timeframe. Dates are not guaranteed, but will be reviewed and confirmed with as much notice as possible.

MISUSE OF UNIVERSITY FACILITIES

In order for groups to continue to enjoy the privilege of using campus space, departments are responsible for following the reservation policies. University spaces are only to be reserved and used by JHU departments for department-sponsored events. Department-sponsored events are those events in which the department is hosting, coordinating, and participating in the event. All charges for a

department-sponsored event, will be charged through the department budget provided. We will not process charges for a department-sponsored event to an outside organization. Space on campus is not to be used for personal activities or organizations without identifying as an outside event and going through the proper contract and insurance requirements. Any misuse of space may result in scheduling privileges being revoked for the semester or beyond.

Residential community spaces are used for student programming and are not available for departmental meetings or events.

GENERAL POOL CLASSROOM SPACES

All general pool classroom spaces should be requested on-line through the Scheduling & Event Services site. Effective Spring 2017, registered Homewood student organizations and non-JHU Homewood affiliated programs may not reserve academic general pool classrooms for an activity less than **two business days** in advance of the needed date. For example, if a group needs to reserve a general pool classroom for a Monday evening activity, the request would need to be received by the Office of the Registrar prior to 5pm of the preceding Thursday. If space is needed less than two business days in advance, only non-general pool classroom space can be reserved.

This adjustment in policy is being adopted to help ensure timely review and processing of space requests for general pool classrooms that are submitted through the central online reservation website.

To review the complete scheduling policy, please visit <http://web.jhu.edu/registrar/classroom-scheduling> . Scheduling & Event Services is not responsible for providing services to those meetings or events in general pool classroom spaces unless the department pays an administrative fee for those services.

OUTDOOR SPACES

All outdoor spaces must be reserved and follow the same policies and procedures as indoor spaces. Outdoor space may be reserved on-line. Scheduling & Event Services will rent any tables and chairs or other equipment needed. It is the responsibility of the department for any fees related to rentals, security, and facilities labor. The same general services provided by Scheduling & Event Services for indoor events in reserveable spaces is provided for outdoor events.

DECORATIONS AND BANNERS

Most standard decorations do not require prior approval—as long as the following guidelines are followed. However, large or intricate schemes may require approval and assistance by Scheduling & Event Services to install and or hang.

GENERAL DECORATION GUIDELINES

- No candles, incense, smoke machines or similar devices emitting visible gas vapors, fireworks, weapons, open flame, halogen lamps, space heaters, glitter, confetti (plastic or paper), and pets.
- No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, sound boards, tables, light fixtures, etc. Blue painters tape may be used if adhering to an approved surface. No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Painting is prohibited. Everything must be painted prior to being brought into the building. Live or cut trees, straw, hay, leaves, corn shocks, dry

vegetation, water, sand, or gravel cannot be used in decorations in any building without written approval. *Nothing is to be taped to the windows in Glass Pavilion for any reason.*

- No decorations may be hung from the ceiling or light fixtures. No decorations shall be placed in hallways, aisles, stairwells or exit routes. All exits must be free of barricades. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated or covered or obstructed in any way.
- Any freestanding decorations must be stable in nature and lightweight in construction.
- All decorating materials used must be fire proof or fire retardant.
- The use of extensive electrical power must be approved by facilities at least seven business days prior to event.
- Windows may not be covered with paper or other materials without prior approval from Scheduling & Event Services at least seven business prior to event. *This includes Glass Pavilion.*
- If a group is hosting an event which involves dancing, a wooden dance floor may need to be rented by a third party vendor depending on the space being used. Scheduling & Event Services will determine and can make arrangements with a rental company. Delivery and pick-up time must be identified and approved prior to event date.
- The furniture included in the reserved room may not be removed from the room nor pulled from other common area spaces into the reserved room without approval. Missing items as well as additional items in the room may result in a removal and/or replacement fee.
- Excessive damage caused by any substance including but not limited to food, drink, decorations, or trash left in the reserved room may result in a custodial cleaning fee. If for any reason the carpets require excessive cleaning/shampooing or replacement, the group or individual reserving the space will be financially responsible for those costs.
- Large decorations must be inspected by University personnel to ensure their integrity; decorations that are deemed unsafe must be repaired or removed. Some decorations may need to be secured through facilities and may require additional charges.
- Extensive decorations may require preapproval, contact Scheduling & Event Services with details.