

Scheduling & Event Services

Student Organization Reservation Guidelines

All registered student organizations are eligible to submit room reservations for their weekly meetings as well as any special events. Scheduling week for student organizations takes place at the end of fall and spring semesters for the upcoming semester. Any additional requests beyond scheduling week must be made on-line at least four business days prior to the event date. See the “Request a Space” page on-line to schedule space.

- **Fall Scheduling Week** – 3rd or 4th week in April for upcoming fall semester
- **Spring Scheduling Week** – last week in November or 1st week in December for upcoming spring semester

Prior to scheduling week, students are asked to sign up for dates and times on-line to make an appointment to come into the Scheduling & Events Office. At this time, students should have preferred days of the week and times in which they would like to hold their weekly meetings. Students can also schedule up to two special events and should have preferred dates and times. During this time, students will also meet with a special events coordinator to go over group’s needs for weekly meetings and special events.

All student events need to be registered through Hopkins Groups through your organization’s profile in order to reserve space on campus. Off-campus events also still need to be registered on [Hopkins Groups, https://johnshopkins.collegiatelink.net/](https://johnshopkins.collegiatelink.net/). Information on how to register your student event can be found on the Student Involvement site at <http://studentaffairs.jhu.edu/student-life/alcohol/event-registration-sober-monitor-training/>. If a group fails to register and receive approval, any room reservations will be cancelled. **All events need to be registered at least 10 business days prior to the event date through Hopkins Groups.** Scheduling a room and registering your event are two separate process and both must be completed for your event.

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 if approved through Student Leadership and Involvement. The group 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. All policies and procedures through Student Leadership and Involvement must be followed and approved for these events.

Food may be brought into meeting spaces by the group through an outside caterer or by ordering or preparing food at this time. 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.

SERVICES PROVIDED

Scheduling & Event Services will schedule space for student organizations. 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 student organizations to make sure the space is setup, cleaned, schedule any av support or equipment, rent any outside equipment, and provide room signage.

RESERVATION CANCELLATIONS

Room reservations are non-transferable. A group cannot release a room to another group. Any scheduling changes must be made through Scheduling & Event Services. Violations of this policy may result in a group losing room reservation privileges.

If an event is canceled or a schedule change is made, it is the responsibility of the group to inform the Scheduling & Events Services at least two business days in advance. A telephone cancellation must be followed-up in writing. Failure to contact Scheduling & Event Services may result in losing room reservation privileges and/or fees incurred by cleaning and setup of the space for a canceled event.

FEES AND CHARGES

Registered student organizations are not charged for the usage of classrooms and meeting spaces on campus, however there may be additional equipment or services requested that would involve charges. 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 a 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 student organization will be responsible for any materials or additional cleaning charges.

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

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 (all events with alcohol or collecting money will require security)
- h) hanging signs or banners

ADVANCE RESERVATION REQUESTS

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

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.

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 that only student monitors and KIT-CATS staff may operate. If your event is during a time when student monitors are not on duty, we will be required to contract with KIT-CATS for av support in Charles Commons. The student group will incur the cost. Student monitors are not on duty over Thanksgiving break, Intersession, Spring break and summer.

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 groups, 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.

MISUSE OF UNIVERSITY FACILITIES

In order for groups to continue to enjoy the privilege of using campus space, organizations are responsible for following the reservation policies. University spaces are only to be reserved and used by JHU eligible groups. Student organizations should not reserve space for an outside or personal

organization not affiliated or part of the student organization reserving the space. Any misuse of space may result in scheduling privileges being revoked for the semester or beyond.

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>.

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. Any tables and chairs or other equipment needed will be rented. It is the responsibility of the group for any fees related to rentals, security, and facilities labor.

Groups may request to have tables outside of Fresh Foods Café through the on-line scheduling. Each reservation may request up to two tables. Tables should be signed out through the AMR I student monitor desk in the lobby area of AMR I Monday-Friday from noon – midnight, 10am – midnight on Saturday and Sunday. If a group is tabling before the monitors are on duty during the week, you may sign out the tables from the Residence Life Office located inside AMR II starting at 8:30am Monday - Friday. You will need to show your student ID and the reservation must be previously scheduled.

Events that require JHU assistance with tents or grilling should be scheduled at least 10 business days in advance of the event. The sponsoring organization accepts responsibility and assumes all risk. Tents where permissible must be approved by JHU facilities before assembling. If approved, these structures may not use stakes for anchoring, ballasts such as water jugs and concrete blocks are acceptable.

Generally, light grilling is permissible on campus with approval from JHU facilities. Plywood must be placed underneath the grills and all hot coals and ash disposed of in coal cans. Placement of grills must be coordinate with JHU facilities. Cleanup is the responsibility of the organization or individual sponsoring the event. The event site must be left neat and free of trash and other debris each day. All tables, chairs and/or structures must be dismantled and removed at the end of the event. JHU facilities can provide assistance if scheduled.

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. Charges will result from damage due to spilled paint or other materials.

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.