

Homewood Space Reservations

On-line requests must be submitted four business days prior to event date. If you need to reserve a space less than four business days, please call Student Life at 410-516-8209. eventscheduling.jhu.edu

HOMEPAGE

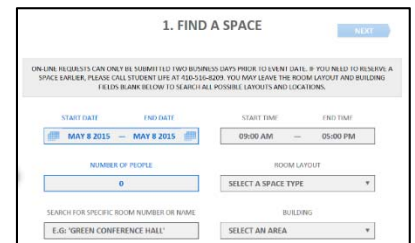
- Current Announcements will be posted
- Useful links found at the bottom of the page such as various seating configurations, classroom guidelines, and parking directions

FIND A SPACE

As you complete each tab on this form, the NEXT button will highlight in Blue once all the required fields are completed.

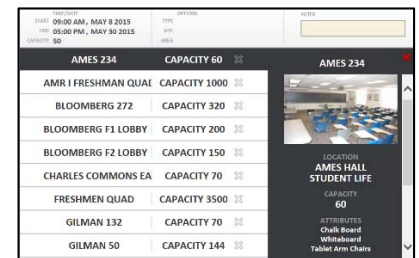
Step 1. Input Event information that will narrow down available space on campus

- Required event information: Date, Time, and Capacity
- You can also narrow down your search by filtering with building names.



Step 2. Select a space

- If searching for a specific room and it is not pulling up, then it is no longer available for that date and time you requested.
- Room results can be sorted based upon Room Name or Capacity
- Filter rooms by inputting numbers or letters. Results will match the same consecutive pattern that was entered in the field to the room name or number. (ie enter "10" all classrooms with 10, 104, 210 will result)
- You can sort room based on name or capacity
- You can view room descriptions by clicking on each room. Various set-ups with related capacities, basic attributes, and default equipment
- Click the check mark to confirm which specific room you want



Step 3. Inquiry page will collect information based on the event and contact information

- Personal contact information will be collected in order to confirm the reservation.
- Company Information will ask for your organization or JHU affiliation.
- Enter an Event Name that will be recognizable by your guest.
- Event details include any additional needs for your event such as AV equipment, catering, and parking
- You have the ability to request multiple rooms and list out any other special needs for the event or reoccurring room requests.



All requests will receive a reservation request confirmation. Once processed you will receive a room reservation confirmation.