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 equipment rental charges for built-in technology within classrooms and event spaces. However, most event spaces require KIT-CATS to setup and support the existing equipment. Which is at an additional setup charge. Depending on event needs if additional equipment or services requested the group will be responsible for all fees associated with those needs.

JHU affiliates not located on the Homewood Campus may use Homewood facilities; however, there are additional charges for space and services. There are discounted internal rates for JHU Non-Homewood departments using the Homewood Campus. Please call Scheduling & Event Services 410-516-8209 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 event staff 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 410-516-4600. 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) Events which require overtime for room set up and breakdown
- b) Audiovisual equipment or services rented through KIT-CATS
- c) Services that are provided by Plant Operations (trash, electricity, grounds, plumbing, etc.)
- 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 event hours
- g) On-Campus parking for guests
- h) Security needs (all events with alcohol or collecting money will require security)

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 Office 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
- 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 reassign the event space and/or classrooms assigned. In the case an event relocation needs to occur, Scheduling & Event Services will give the group representative written notice of such relocation as soon as possible, specifying the new location of any rooms. All relocated events will be given comparable spaces to the originally assigned location 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. If any damage or cleaning is needed because of the misuse of space fees will be assets to the group.

For spaces reserved under Scheduling & Event Services, alcoholic beverages are permitted, but only if served by a licensed caterer or a third party vendor with a licensed bartender, hired under an executed contract requiring such caterer/vendor to obtain any required permits and to carry liquor liability insurance naming The Johns Hopkins University as an additional insured. Proof of such insurance must be provided to Scheduling & Event Services at least two days prior to 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 is not permitted in academic general pool classrooms. Food may be brought into event spaces by the group through a licensed caterer. Please note that outside caterers are not permitted to have access to use any of the kitchen facilities on campus. Final approvals will need to be made for any caterers setting up temporary kitchens onsite keeping in mind all campus safety regulations. Only food catered by Bon Appetite is permitted in on-campus dining facilities to include Nolan’s, Fresh Food Café, Levering Cafeteria, Charles Commons Private Dining room, and the Lab.
Due to new state and university policies, all events with guests 1000 or more must have a certified crowd manager present at the meeting or event. Larger events over 1000 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 https://www.hopkinsmedicine.org/hse/training/#OTC 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. Weekend AV may take additional lead time.

Use of the piano in Levering Hall should be requested seven business days in advance. Tuning fees may apply. The piano may not be moved out of the room it is located.

There are no equipment rental charges for built-in technology within classrooms and event spaces. However, most event spaces require KIT-CATS to setup and support the existing equipment. Which is at an additional setup charge. Depending on event needs if additional equipment or services requested the group will be responsible for all fees associated with those needs.

**HOURS OF OPERATION**

Hours of operations for the facilities and services are 8am – 11:30pm Monday through Friday, 10am – 11:30pm 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 can be made for access with a fee of $75 per hour, only charged in increments of 1
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. A JHU employee is required to be the primary contact for any department-sponsored events. All charges for department-sponsored events 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 no later than four business days prior to the event. Requests less than four business days may not be accommodated and will be on a case-by-case basis depending on space.

Scheduling & Event Services is not responsible for providing services to Homewood department meetings or events in general pool classroom spaces unless the Homewood department pays an administrative fee for those services. All JHU non Homewood affiliates who request space at the Homewood campus will be charged an administrative coordination fee to cover services such as equipment rental, coordinating custodial services, security, room reservations, etc.

No food is permitted in general pool classrooms.

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, and all outdoor reservations are dependent upon approval from grounds. Any tables and chairs or other equipment needed will need to be rented at the groups expense. The group is responsible for any fees related to rentals, security, labor and supplies. KIT-CATS does not provide AV for outdoor events. Departments will have to contract with a third party AV Company.

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

Grilling is permissible on campus with approval from JHU facilities. Plywood must be places underneath the grills and all hot coals disposed of in coal cans. Placement of grills must be coordinate with Scheduling and Event Services and have final approval from grounds. 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.
No vehicles are permitted on campus without proper advanced approval from JHU facilities. No vehicles are ever permitted on the grass.

Food Trucks are permitted to be at the bottom of the Beach along Charles Street. Not on the brick driveway. All events with food trucks are required to have bike rack fencing installed between the food trucks and traffic traveling southbound on Charles Street. This will be at the group’s expense. Food Trucks must follow all Baltimore City safety requirements.

Any outdoor events taking place on the Homewood campus are required to have bike rack fencing surrounding the event. You will need to coordinate with Scheduling and Event Services to have this fencing installed. The organizations hosting the event will be responsible for all fees associated with having the area fenced.

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. Charges will result from damages caused by event decorations.

GENERAL DECORATION GUIDELINES

- No candles, incense, smoke machines or similar devices emitting visible gas vapors, fireworks, weapons, open flame, halogen lamps, space heaters, glitter, and confetti (plastic or paper).
- 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. No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings.
- Blue painters tape may be used if adhering to an approved surface.
- 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.
• Nothing can be taped to or hung on the Wall murals in Shriver Hall.
• 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.
• 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.
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