

Homewood Space Reservations

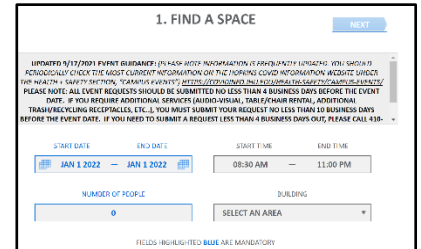
On-line requests must be submitted four business days prior to event date. If you need to reserve a space less than four business days, please call Scheduling and Event Services at 410-516-8209. Homewoodschedulevents@jhu.edu

FIND A SPACE

This option is best if you are new to the campus or would like to check multiple rooms. You may select more than one room using this option. As you complete each tab on this form, the NEXT button will highlight in Blue once all the required fields are completed.

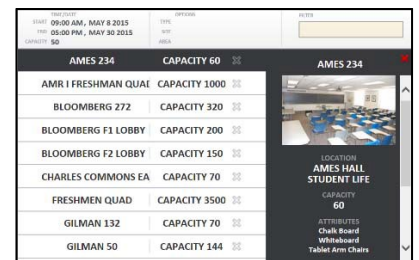
Step 1. Input Event information that will narrow down available space on campus

- 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
- If you are flexible with your room, you may select No Preference
- 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



ROOM	CAPACITY	TYPE	AREA
AMES 234	CAPACITY 60		
AMR I FRESHMAN QUAD	CAPACITY 1000		
BLOOMBERG 272	CAPACITY 320		
BLOOMBERG F1 LOBBY	CAPACITY 200		
BLOOMBERG F2 LOBBY	CAPACITY 150		
CHARLES COMMONS EA	CAPACITY 70		
FRESHMEN QUAD	CAPACITY 3500		
GILMAN 132	CAPACITY 70		
GILMAN 50	CAPACITY 144		

LOCATION: AMES HALL STUDENT LIFE
CAPACITY: 60
ATTRIBUTES: Chalk Board, Whiteboard, Tablet Arm Chairs

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 AVEquipment, 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.
- Please verify entered email address to ensure proper submission
- Any information not entered may cause a delay in processing the request.



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