

# 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](mailto:Homewoodschedulevents@jhu.edu)

## I KNOW MY SPACE

This option is best if you know which room you wish to reserve. This option only allows you to select one room. As you complete each tab on this form, the NEXT button will highlight in Blue once all the required fields are completed.

**Step One.** Enter the requested date and number of attendees and then click *Homewood Event Space*

- Most buildings will have different types of rooms listed; Most event spaces are going to fall under Multipurpose Rooms
- Tip: Glass Pavilion and Great Hall are in Levering Hall, so are listed under that building name

**Step Two.** Select the requested event times

- In the grid, you will see either white areas or purple shaded areas. If the area is shaded purple, this means the room is unavailable during these times.
- With the mouse, click and hold in line with the hour you wish to begin and then drag down to create a box
- Release the mouse button when you reach your end time and the box should generate a green check or a red x
- If these times are correct, click NEXT in the purple arrow banner above the grid.
- Please remember most event spaces need breakdown and set up time

**Step Three.** Enter Event details

- 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.
- Please verify entered email address to ensure proper submission

1. I Know My Space

PLEASE NOTE: PURPLE SHADING IN THE RESERVATION AREA INDICATES THE SPACE IS NOT AVAILABLE DURING THE TIME AND DATE SELECTED

Date: June 17, 2020 Room: Great Hall\* Start Time: 6:00 PM Duration: 4 hours NEXT

06-17-2020 60 JUN 17 2020

01:00 PM

02:00 PM

03:00 PM

04:00 PM

05:00 PM

06:00 PM

07:00 PM

08:00 PM

09:00 PM

10:00 PM

Great Hall

REQUEST

Homewood Event Space

- AMR 1
- Charles Commons
- Fresh Food Building
- Krieger Hall
- Levering Hall
- Multipurpose
  - Great Hall\*
  - Glass Pavilion\*
  - Levering Conference Room
- Auditorium - Tiered
- Levering Vendor Spaces

SHOW AVAILABILITY

3. INQUIRY

BACK NEXT

Please complete all mandatory fields in blue. If you are needing multiple rooms for this request, please specify the room capacities and room layouts needed under the "Other Details" tab in the notes section below.

PERSONAL INFORMATION

FIRST NAME LAST NAME

EMAIL CONTACT TELEPHONE

COMPANY INFORMATION

ABOUT EVENT OTHER DETAILS

FIELDS HIGHLIGHTED ARE MANDATORY

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