

Scheduling & Event Services

Department Reservation Guidelines

Updated 9.2.22

ROOM RESERVATIONS

The Homewood Campus provides meeting and event space available to all JHU Homewood and JHU Affiliate Departments. Space can be requested no more than one year in advance and should be requested online through the scheduling site.

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 that will be equivalent to space and needs you have requested.

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 will give the group representative written notice of such relocation as soon as possible. The notification will specify the location of any relocated rooms. All relocated rooms shall be comparable to the rooms originally assigned, and will have sufficient capacity to handle the reservation count. Residential community spaces are used for student programming and are not available for departmental meetings or events.

Groups are not permitted to use space, not on their reservation. If a group uses spaces that are not part of their reservation they will be asked to vacate the room and may lose their scheduling privileges.

FEES AND CHARGES

JHU Homewood Departments are not charged for the usage of classrooms and most meeting spaces on campus except for Shriver Hall and Scott-Bates Commons (formerly known as Charles Commons) meeting spaces. There may also be additional equipment or services requested which would require charges.

JHU affiliates not located on the Homewood Campus may use Homewood facilities, but there will be additional charges for space and services. There are discounted internal rates for those departments using the Homewood Campus. Once your online room request has been processed, appropriate fees will be assessed.

Our Special Event Coordinators will work with departments to confirm setup needs, make sure space is set up correctly, cleaned, schedule any AV support or equipment, rent any outside equipment, and provide room signage.

Additional services may be provided at an additional cost. 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
- Coordinating or securing event parking passes

Reservations, which necessitate overtime or other extraordinary expenses, will be billed to the department through a transfer of funds.

Extra expenses may include, but are not limited to:

- Weekend events
- Audiovisual equipment or services
- Extra clean-up fees for excessive trash removal for the custodian
- Additional table and chair rentals
- Extended Event Hours
- Security needs (events with alcohol or collecting money may require security)
- Hanging signs or banners inside or outside buildings.
- Need for additional custodial services due to size or time of the event
- Outdoor Events

RESERVATION CHANGES & CANCELLATIONS

If you are canceling your event, it is the responsibility of the department to inform Scheduling & Event Services in writing, a minimum of four (4) business days in advance. Please send the email to the Special Event Coordinator identified on your reservation confirmation form.

We will do our best to cancel all services that have been requested for your event, but there may still be fees for certain services such as equipment rentals, overtime requests, and AV services.

If an event needs to be rescheduled to another date or time, the department must submit the new date and times to Scheduling & Events Services via Homewoodscheduleevents@jhu.edu a minimum of four business days in advance of any schedule changes. There is no guarantee a scheduling change can be accommodated.

A failure to contact Scheduling & Event Services may result in additional fees incurred for any facility setups, cleaning, vendor secured, and rental orders placed.

ACCOMMODATIONS AND REQUEST

Before selecting a meeting location, you should consider any special accommodation requests of speakers and/or attendees. Please note various locations/rooms on campus do not accommodate certain needs and you should inquire before confirming the speaker or invitations to the event. At least ten business days before the event date, you must provide Scheduling & Event Services for any request for disability-related accommodations requested for attendees. Accommodations and Requests include, but are not limited to first floor rooms, proximity to certain buildings on campus, assistive technologies, interpreter, etc.

FOOD & BEVERAGE

For spaces reserved under Scheduling & Event Services, alcoholic beverages are permitted. 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 business days before the event. Your assigned event coordinator can provide you with a list of preapproved vendors.

Food may be brought into meeting spaces using our on campus caterer or through an outside caterer. Food is not permitted in general pool classrooms. Food in any of the on-campus dining facilities including Nolan's & Hopkins Café cannot be brought in by individuals or an outside caterer. All food in these spaces must be ordered from University 1876 Distinction, our new on-campus catering service.

ZERO WASTE EVENTS

When planning a zero-waste event, these guidelines will help you navigate the event planning process, [zero-waste event on the Homewood Campus](#). The Homewood campus office of Sustainability has created a list of caterers. Your assigned Special Event Coordinator can help you with ordering additional recycling/compost containers if needed.

AUDIO/VISUAL

Events with audio-visual needs may request them through Scheduling & Event Services. It is the responsibility of the department requesting the event to contact and provide Scheduling & Event Services all AV needs required for the event. Scheduling the space does not mean AV is automatically scheduled. The department must request and communicate needs with their assigned coordinator in order for AV to get scheduled. Click on the link below to see the most updated pricing and levels of service <https://classrooms.johnshopkins.edu/pricing/>

Please note some rooms come with built-in technology available for group usage. Some locations do not have built-in equipment and the equipment must be rented through KIT-CATS. Many of the rooms scheduled through Scheduling & Events have built-in equipment, only KIT-CATS staff has permission to operate. Please work with your Special Event Coordinator, to determine AV needs for your assigned space.

AV cancellations for event support must be made two business days before the event, to avoid any equipment charges or cancellations fees. A \$50 cancellation fee will be made for any cancellation made beyond that point. Cancellations on the day of the event are considered a no show and include all equipment/tech fees, plus the \$50 penalty.

EVENT HOURS

Event hours for the facilities and services are 8:00 am – 11:30 pm Monday through Friday, 10:00 am – 11:30 pm on Saturday and Sunday. Events will not be scheduled and services will not be provided before or after these hours.

ADVANCE RESERVATION REQUESTS

Advanced reservation requests may be made by a department that wishes 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.

GENERAL POOL CLASSROOM SPACES

All general pool classroom spaces for non-academic events/meetings should be requested on-line through the Scheduling & Event Services site. Request that require no additional services (table/chair rental, custodial support, trash/recycling receptacles, etc.) must be submitted no less than FIVE BUSINESS days before event date.

All other non-academic request must be submitted no less than TEN BUSINESS days before event date. Events that only require audio-visual support can submit their request directly to KIT-CATS via the online link <https://classrooms.johnshopkins.edu/>

Events that are related to an academic course or meeting, must be submitted through the Registrar's Office (with course number) online form no less than TWO BUSINESS days before course/meeting date.

This policy adjustment 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.

Please Note: No food or drink is allowed in general pool classrooms.