

# Scheduling & Event Services

## Student Organization Reservation Guidelines

All university Registered Student Organizations must follow any university COVID-19 guidelines in place. <https://covidinfo.jhu.edu/messages-and-announcements/preparing-for-a-covid-safe-fall/>

All registered student organizations are eligible to submit room reservations in advance of the upcoming fall and spring semester during the designated scheduling periods. Room reservation requests can be submitted along with your event request via your student organization's portal in [Hopkins Groups](#).

### Scheduling Period

Scheduling for registered student organizations opens July 1 for the upcoming academic year. You may submit your event request for the upcoming fall and spring semesters any time after the opening. Student organizations may submit their request for up to five (5) special events per semester.

Two (2) weekly meeting request for the fall semester may also be submitted at this time. Any additional requests must be submitted on-line through your [Hopkins Groups](#) student organization's profile, at least ten (15) business days prior to the event date. Spring semester weekly meeting requests, may be submitted starting November 5.

**All student events and room reservations need to be submitted in [Hopkins Groups](#) through your organization's profile. Off-campus events still need to be registered through [Hopkins Groups](#) as well. Information on how to register your student event can be found on the [LEADERSHIP ENGAGEMENT & EXPERIENTIAL DEVELOPMENT](#).**

If a group fails to register and receive approval, any room reservation request will be canceled. All events need to be registered at least fifteen (15) business days prior to the event date through [Hopkins Groups](#).

Scheduling & Event Services reserves the right to relocate the meeting rooms and/or classrooms assigned. In the event a room relocation needs to occur, Scheduling & Event Services shall give the group representative written notice of such relocation as soon as possible, specifying the name and location. All relocated rooms shall be comparable to the rooms originally assigned 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.

The following guidelines apply during normal campus operations:

- The presence of food and use of alcoholic beverages may be permitted at events if approved through Student Leadership and Involvement.
- Food is not permitted in general pool classrooms.
- Food in any of the on-campus dining facilities including Nolan's and Hopkins Café cannot be brought in by individuals or an outside caterer.

You may visit our [Event Space](#) webpage for information on capacities.

## **ACCOMMODATIONS AND REQUEST**

Prior to selecting a meeting location, you should consider any special accommodation requests of speakers and/or attendees. Please note there are various locations/rooms on campus that do not accommodate certain needs and you should inquire prior to confirming the speaker or invitations to the event. At least ten business days prior to the event date, you must provide Scheduling & Event Services 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.

## **SERVICES PROVIDED**

Scheduling & Event Services will schedule space for student organizations. 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 student organizations to make sure the space is setup, cleaned, schedule any AV support or equipment, rent any outside equipment, and provide room signage.

## **ZERO WASTE EVENTS**

The Homewood campus office of Sustainability has created a guideline to help plan and navigate through the zero waste event process. A list of caterers and the complete guidelines to hosting a [zero waste event on the Homewood Campus](#) can be found on their website. Your assigned Special Event Coordinator can help you with ordering additional recycling/compost containers if needed.

## **RESERVATION CANCELLATIONS**

A group cannot release a room to another group without the review and approval of Scheduling & Event Services. All scheduling changes and cancellations must be submitted through [Hopkins Groups](#) and you must contact your assigned Special Event Coordinator. Violation of these policies may result in a group losing room reservation privileges.

The group is responsible for submitting all changes and cancellations at least 4 business days in advance. Failure to submit changes and cancellations in writing through the [Hopkins Groups](#) portal may result in cancellation fees. You may also lose room reservation privileges for the remainder of the semester/academic year.

## **FEES AND CHARGES**

Registered student organizations are not charged for the usage of classrooms and meeting spaces on the Homewood campus, however there may be additional equipment or services requested that would involve charges. 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 a student monitor 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 student organization will be responsible for any materials or additional cleaning charges.

Reservations which necessitate overtime or other extraordinary expenses, will be billed to the organization through a transfer of funds. Scheduling & Event Services will coordinate and schedule the services and charge to the organization through the cost center number, which must be provided prior to the event.

Extraordinary expenses include, but are not limited to:

- a) weekend events which require room set up and breakdown
- b) audiovisual equipment or services rented through KIT-CATS
- ⇨ electrician fees for special events provided by Plant Operations
- d) extra clean-up fees for excessive trash removal
- e) additional table and chair rentals for a room or outside
- f) additional trash cans/recycling bins
- g) extended event hours
- h) hanging signs or banners
- i) parking passes

## **ADVANCE RESERVATION REQUESTS**

Advanced reservation requests may be made by a group who wish to reserve space for a major event on date(s) extending beyond the upcoming spring and fall semesters. The event request must be submitted through your [Hopkins Groups](#) student profile, dates are not guaranteed, but will be reviewed and confirmed with as much notice as possible.

## **AUDIO/VISUAL**

Events with audio-visual needs must be requested through Scheduling & Event Services at least seven (15) business days prior to the event. If not requested within the recommended required days, a late fee will be assessed by KIT-CATS and any service or equipment requested is not guaranteed at that point.

Use of the piano in Levering Hall should be requested seven business days in advance. Tuning fees may apply if requested. The piano may not be moved out of the building.

Please note some rooms come with built in technology available for group's usage. Some locations do not have built in equipment and must be rented through KIT-CATS. Charles Commons meeting rooms have built in equipment that only student ambassadors and KIT-CATS staff may operate. If your event is during a time when student ambassadors are not on duty, we will be required to contract with KIT-CATS for AV support in Charles Commons. The student group will incur the cost. Student monitors are not on duty over, Fall break, Thanksgiving break, Intersession, Spring break, or summer.

All Events in Shriver Hall needing AV require KIT-CATS staff to operate equipment. The cost will be charged to the student organization.

## **EVENT HOURS**

Event hours for the facilities and services:

- Monday – Friday: 8:30am – 11:30pm
- Saturday – Sunday: 10:00am – 11:30pm on Saturday and Sunday.

Events will not be scheduled and services will not be provided prior to or after these hours.

Any group, who submits a request to extend beyond the event 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.

## **MISUSE OF UNIVERSITY FACILITIES**

In order for groups to continue to enjoy the privilege of using campus space, organizations are responsible for following the reservation policies. University spaces are only to be reserved and used by JHU eligible groups. Student organizations should not reserve space for an outside or personal Organization not affiliated or part of the student organization reserving the space. Any misuse of space may result in scheduling privileges being revoked for the semester or beyond. 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.

## **GENERAL POOL CLASSROOM SPACES**

All general pool classroom spaces should be requested on-line through [Hopkins Groups](#). Registered Homewood student organizations may not reserve academic general pool classrooms for an activity less than fifteen (15) business days in advance of the needed date. For example, if a group needs to reserve a general pool classroom for a Monday (the 16<sup>th</sup> of the month) evening activity, the request should be submitted to [Hopkins Groups](#) prior to 5pm of the preceding Monday (the 2<sup>nd</sup> of the month).

## **OUTDOOR SPACES**

All outdoor spaces must be reserved and follow the same policies and procedures as indoor spaces. Any tables and chairs or other equipment needed will be rented. It is the responsibility of the group for any fees related to rentals and facilities labor.

Groups may request to use the tabling through [Hopkins Groups](#) student organization portal. Each reservation may request up to two tables.

Events that require JHU assistance with tents or grilling should be scheduled at least 15 business days in advance of the event. More time may be needed for larger events.

Tents where permissible must be approved by JHU facilities before assembling. If approved, these structures may not use stakes for anchoring, however ballasts such as water jugs and concrete blocks are acceptable. If group needs a tent 20x20 feet or larger, it is required to have a city permit BEFORE installation.

Light grilling is also permissible on campus with approval from JHU facilities. Plywood must be placed underneath the grills and all hot coals and ashes disposed of in coal cans. Placement of grills must be coordinated via your assigned Special Events Coordinator.

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 each day. All tables, chairs and/or structures must be dismantled and removed at the end of the event. All services (including working with JHU facilities) and equipment rentals for outdoor events will be coordinated through Scheduling & Event Services via your Special Events Coordinator listed on your confirmation form.

## **DECORATIONS AND BANNERS**

Most standard decorations do not require prior approval—as long as the below guidelines are followed. However, large or intricate schemes may require approval and assistance by Scheduling & Event Services to install and or hang.

### **GENERAL DECORATION GUIDELINES**

- The following items are not permitted: candles, incense, smoke machines or similar devices emitting visible gas vapors, fireworks, weapons, open flame, halogen lamps, space heaters, glitter, confetti (plastic or paper), pets, live or cut trees, straw, hay, leaves, corn husks, dry vegetation, water, sand, or gravel cannot be used in decorations in any building without written approval.
- 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.
- Painting is prohibited. Everything must be painted prior to being brought into the building.

- Blue painters tape may be used if adhering to an approved surface
- **Nothing is to be taped to the windows in Glass Pavilion for any reason.**
- **Nothing can be taped or hung on the wall murals in Shriver**
- 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.*
- If a group is hosting an event which involves dancing, a wooden dance floor may need to be rented by a third party vendor depending on the space being used. Scheduling & Event Services will determine and can make arrangements with a rental company. Delivery and pick-up time must be identified and approved prior to event date.
- 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.
- Excessive damage caused by any substance including but not limited to food, drink, decorations, or trash left in the reserved room or adjacent spaces may result in a custodial cleaning fee. If for any reason the carpets require excessive cleaning/shampooing or replacement, the group or individual reserving the space will be financially responsible for those costs.
- Large decorations must be inspected by University personnel to ensure their integrity; decorations that are deemed unsafe must be repaired or removed. Some decorations may need to be secured through facilities and may require additional charges.
- Extensive decorations may require preapproval, contact Scheduling & Event Services with details.