

# Scheduling & Event Services

## Department Reservation Guidelines

### 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 directly charged for the usage of classrooms and most meeting spaces on campus except for Shriver Hall and Scott-Bates Commons meeting spaces. There may also be additional equipment or services requested that 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 space on the Homewood Campus. Once your online room request has been processed, appropriate 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 410-516-8209 during normal business hours. If after normal event hours or on weekends, contact the student ambassador workers in the building or call security to ask that they inform custodial services 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 them to the department through the cost center number. The cost center number must be provided before the event. The department will be notified of charges before processing any transfers.

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, minors or collecting money)
- Hanging signs or banners inside or outside buildings.
- Additional Plant Operations custodial services due to size, or time of the event

- Outdoor Events
- Canceling without 72 hours notification

## **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 72 hours in advance 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 resubmit a new space request.

## **SERVICES PROVIDED**

Our Special Event Coordinators will work with departments to confirm setup needs, make sure space is set up correctly, cleaned, rooms open, schedule security if needed, coordinate special door access if applicable, 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

## **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 mobility 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 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. [ADA Compliance and Disability Accommodations](#)

## **FIRE AND SAFETY**

Due to university policies based on the International Fire Code, [https://codes.iccsafe.org/content/IFC2015/chapter-4-emergency-planning-andpreparedness?site\\_type=public](https://codes.iccsafe.org/content/IFC2015/chapter-4-emergency-planning-andpreparedness?site_type=public), where facilities or events involve a gathering of more than 250 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.2 of the foregoing code. 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 required certification. Certification can be

obtained through the State Fire Marshal's office by visiting crowd manager training 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. Fees may apply.

## **FOOD & BEVERAGE**

For spaces reserved under Scheduling & Event Services, alcoholic beverages are permitted, but must be 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 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 provided by dining or catering service for these areas.

## **ZERO WASTE EVENTS**

When planning a zero-waste event, these guidelines will help you navigate the event planning process, and hosting 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. [Hosting a Green Event](#)

## **AUDIO/VISUAL**

Events with audio-visual needs must be requested through Scheduling & Event Services at least seven (10) business days before the event date. If the event is on a weekend, the request must be submitted ten (15) business days prior. If not requested ten 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. It is the responsibility of the department requesting the event to contact and provide Kit Cats all AV needs required for the event. Scheduling the space does not mean AV is automatically scheduled. 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 room. 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. AV cancellations for event support must be made three 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. Any departments, who submits a request to extend beyond the event hours, will need to be reviewed and approved based on staffing. Additional charges will be assessed if the request is approved in order to appropriately staff the building. Fees will be based on the request and a case-by-case basis.

## **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.

## **MISUSE OF UNIVERSITY FACILITIES**

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. Scheduling and Event Services will only communicate with a Hopkins employee for department-sponsored events. All charges for a department-sponsored event 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 be reported to the Risk Management Office for further action.

## **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 15 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.

## **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. Scheduling & Event Services will rent any tables, chairs, and most other equipment needed. It is the responsibility of the department to pay for any fees related to rentals, security, and facilities labor. The same general services provided by Scheduling & Event Services for indoor events are provided for outdoor events. Events that require tents ([Tent Guidelines](#)) or grilling should be scheduled at least ten (15) business days in advance of the event. More time may be needed for larger events or events with tents requiring permits. The Special Events Coordinator listed on your confirmation form can help you with these services. The sponsoring organization 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, anchors such as water jugs or concrete blocks are acceptable. Tents that are larger than 20x20 require city permits before they can be installed. Generally, light grilling is 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 Scheduling & Events Special Event 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. Please note: It is the responsibility of the department to

secure and pay for any AV services and support needed for outdoor events. KIT-CAT services do not provide services or support for outdoor events. Your Event Coordinator can provide you with some recommended companies.

## **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 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, soundboards, 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 before 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 murals in Shriver
- 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 fireproof or fire retardant.
- The use of extensive electrical power must be approved by facilities at least seven business days before the event.
- Windows may not be covered with paper or other materials without prior approval from Scheduling & Event Services at least seven business before the event. This includes Glass Pavilion.
- If a group is hosting an event that involves dancing, a wooden dance floor may need to be rented by a third-party vendor depending on the space being used. This would be at the cost of the event and would be billed to you on a post-event invoice. Scheduling & Event Services will determine and can make arrangements with a rental company. Delivery and pick-up time must be identified and approved before the 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 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.