

# Scheduling & Events Services (SES)

## Student Organization Guidelines

Please follow any university guidelines around COVID-19 which can be found at:

<https://covidinfo.jhu.edu/>

All Registered Student Organizations must designate two student event requestors who will submit all event requests on their student organization's behalf. Those requestors must attend student event requestor training with SES before they can request event spaces or general pool classrooms. Individual students can ONLY request designated express scheduling spaces in [25Live](#) (Brody Learning Commons, Imagine Center, etc.)

If your event request involves **any** of the following: 75 or more people attending, food, minors, selling tickets, guest speakers/performers, alcohol, fundraiser, civic demonstrations/civic guest/voter registration. You must set up a time to meet with a LEED staff person and/or Jon Walter, Community Liaison within 5 days of receiving your room reservation confirmation email. You can schedule a meeting via [LEED Consultant Calendar](#).

If you do not setup a time to meet with LEED within 5 business days, your space will be automatically released, and you will have to resubmit allowing 15 business days lead time:

**ANY CHANGES TO YOUR EVENT WHICH IMPACTS THE SPACE YOU HAVE REQUESTED, MUST BE MADE DIRECTLY WITH SES AND UPDATED IN HOPKINS GROUP** (any change regarding date, time, # of people, food, av, or room layout would require you consulting first with SES within five business days prior to the event date). SEND ANY CHANGES TO [Homewoodscheduleevents@jhu.edu](mailto:Homewoodscheduleevents@jhu.edu). **Please make sure to include reference # and room location in the email.**

### Scheduling

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

One 90-minute General Body Meeting can be scheduled in a general pool classroom space, about 4 weeks before classes start. Any additional weekly meeting requests must be submitted on-line through your [Hopkins Groups](#) student organization's profile and the [25Live](#) scheduling system, at least fifteen (15) business days prior to the event date. Weekly meetings are not carried out through the next semester. You must resubmit weekly meetings before each semester starts.

All student events requests must be submitted through their [Hopkins Groups](#) student portal and room reservations through the [25Live](#) scheduling system. 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 in [Hopkins Groups](#), any room reservation request will be canceled. All events must be registered at least fifteen (15) business days before the event date.**

SES reserves the right to relocate the meeting rooms and/or classrooms assigned. In the event a room relocation needs to occur, SES 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 those originally assigned and shall have enough 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 LEED (Leadership Engagement & Experiential Development)
- Food is not permitted in general pool classrooms.
- Food in any of the on-campus dining facilities including Nolan's, Levering Kitchen and Hopkins Café cannot be brought in by individuals or an outside caterer.

## **ACCOMMODATIONS AND REQUEST**

Prior to selecting a meeting location, you should consider any special accommodation requests from 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 15 business days prior to the event date, you must provide SES any request for disability related accommodation requested for attendees. Accommodation and Requests include first floor rooms, proximity to certain campus buildings, assistive technologies, interpreter, etc.

## **SERVICES PROVIDED**

SES will schedule space for student organizations. Please note you may not always receive the space you request. 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 set up, cleaned, schedule any AV support or equipment, rent any outside equipment, and provide room signage (Scott-Bates Commons).

## **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.

## **Fire & Safety**

Due to university policies based on the International Fire Code, [https://codes.iccsafe.org/content/IFC2015/chapter-4-emergency-planning-and-preparedness?site\\_type=public](https://codes.iccsafe.org/content/IFC2015/chapter-4-emergency-planning-and-preparedness?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 <https://crowdmanagers.com/>. 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.

## RESERVATION CANCELLATIONS

A group cannot release a room to another group without the review and approval of SES. All event room scheduling changes and cancellations must be submitted through SES by emailing [Homewoodscheduleevents@jhu.edu](mailto:Homewoodscheduleevents@jhu.edu), calling 410-516-8209, or contacting your special event coordinator. Lastly, changes should also be updated in [Hopkins Groups](#). Violation of these policies may result in a group losing room reservation privileges.

The group is responsible for submitting all changes at least 5 business days and cancellations at least 3 business days prior to the event date. Failure to submit changes and cancellations in writing to [Homewoodscheduleevent@jhu.edu](mailto:Homewoodscheduleevent@jhu.edu), calling 410-516-8209, or notifying your special event coordinator may result in cancellation fees. You may also lose room reservation privileges for the remainder of the semester/academic year. You should also make sure to update the event via your Hopkins Groups student portal.

## 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 an incident occur, please contact a student event ambassador for that building or call security and ask that they inform campus facilities of the incident with the building and room location. Security can be reached at 410-516-4600. If spills or damage 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. SES 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
- c) 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 locations
- f) additional trash cans/recycling bins
- g) extended event hours
- h) Un-approved hanging of signs or banners
- i) parking passes

## **ADVANCE RESERVATION REQUESTS**

Advanced reservation requests may be made by a group's student event requestor who wishes to reserve space for a major event on date(s) extending beyond the upcoming fall and spring semesters. The event request must be submitted through your [Hopkins Groups](#) student profile as well as the25Live. 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 the [25Live](#) when submitting room reservation requests at least (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.

Please note some rooms come with built-in technology available for group use. Some locations do not have built-in equipment and must be rented through KIT-CATS. Scott-Bates Commons (formerly Charles Commons) meeting rooms have built in equipment that only student ambassadors and KIT-CATS staff may operate. If your event is when student ambassadors are not on duty, we must contract with KIT-CATS for AV support in Scott-Bates Commons. The student group will incur the cost. Student event ambassadors 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: 8:00am – 11:30pm
- Saturday – Sunday: 10:00am – 11:30pm

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 a 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**

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 the [25Live](#) as well as submitting the event request through [Hopkins Groups](#) student group portal. Registered Homewood student organization events that require no additional services, may reserve academic general pool classrooms for an activity no less than five (5) business days prior to the date needed.

## **FILM SCREENING POLICY**

Under the federal Copyright Act (Title 17 of the U.S. Code), no movies or films can be shown in public spaces including residence hall lounges, without first obtaining film rights. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Students, staff, faculty, members and student organizations are required to first obtain copyright permission from a film distribution company. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved. [Film Screening Policy](#)

## **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 outdoor tabling through [25Live](#) and the event request through [Hopkins Groups](#) student organization portal. Each reservation may request up to two tables for no more than 4 hours.

Student organization events requiring SES assistance with furniture rental, recycling bin/trash bins, tents or grilling should be scheduled at least 8 weeks (about 2 months), but no less than 15 business days in advance. More time may be needed for larger outdoor events. For outdoors activities that require no additional services or support (table/chair rental, custodial support plant operation support, etc.) you must submit your reservation request, no less than five (5) business days prior to the activity date.

Tents where permissible must be approved by JHU facilities before assembling. Please click on the [Tent Guideline](#) link to review our tent guide.

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 SES via your Special Events Coordinator listed on your confirmation form.

## **DECORATIONS AND BANNERS**

Most standard decorations do not require prior approval—if the below guidelines are followed. However, large or intricate schemes may require approval and assistance by SES 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 fireproof or fire retardant.
- The use of extensive electrical power must be approved by facilities at least seven business days prior to the event.
- Windows may not be covered with paper or other materials without prior approval from SES 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. SES will determine and can make arrangements with a rental company. Delivery and pick-up time must be identified and approved prior to 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 a removal and/or replacement fee.
- Excessive damage caused by any substance including food, drink, decorations, or trash left in the reserved room or adjacent spaces may result in a custodial cleaning fee. 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 SES with details.