

## Scheduling & Event Services

### Department Reservation Guidelines

Please follow any university guidelines around COVID-19 which can be found at:  
<https://covidinfo.jhu.edu/>

#### 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 [25Live](#). **All event requests for multipurpose meeting rooms should be requested no less than 15 business days prior to the event date. General pool and As-is spaces can be requested no less than 5 business days prior to the event date.** 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 the 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 any space that is 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.

**ANY CHANGES TO YOUR EVENT WHICH IMPACTS THE SPACE YOU HAVE REQUESTED, MUST BE MADE DIRECTLY WITH SES** (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.**

#### 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 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 at 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 damage occur, the department will be responsible for any materials or additional cleaning charges. Reservations that 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

A department cannot release a room to another department without the review and approval of SES. The department 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.

We will do our best to cancel all services requested for your event, but certain services, such as equipment rentals, overtime requests, and AV services, may still be charged. 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, ensure 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 **15 business** days before the event date, you must provide Scheduling & Event Services any request for disability-related accommodation 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-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.

## 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 **five(5) 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 [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 department 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 KIT-CATS staff may operate. If your event is in Scott-Bates Commons, Glass Pavilion, Shriver Hall or Mason Hall, you must contract with KIT-CATS for AV support.

AV cancellations for event support must be made **three(3) business** days before the event to avoid any equipment charges or cancellation fees. A \$50 (minimum) cancellation fee will be charged for any cancellation made less than three business days prior to the event date. **Cancellations on the day of the event are considered a no-show and include all equipment/tech fees, plus the \$50 (minimum) penalty.**

## 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.

### **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**

Please note department groups are not permitted to hold an event, an information gathering or any sort of organized activity on the outside or indoor areas that are non-reservable which includes popping up a table outside of the building, on a sidewalk, and courtyard or various indoor non-reservable spaces such as hallways, stairwells or lobby spaces. Event requestors must use the reservable outdoor and indoor spaces and have a space confirmation. Otherwise, scheduling access will be suspended for the current and or upcoming semester.

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 it 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 [25Live](#) scheduling portal. Request that requires 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 requests must be submitted no less than **5 business days** before the event date. Events that only require audio-visual support can submit their request when submitting your event request. 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. 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. Each reservation may request up to two tables for no more than four hours.

**Department 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 outdoor 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.

Where permissible, tents must be approved by JHU facilities before assembly. 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 must be disposed of in coal cans. The placement of grills must be coordinated via your assigned Special Events Coordinator.

The organization or individual sponsoring the event is responsible for cleanup. 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—as long as the following guidelines are followed. However, large or intricate schemes may require approval and assistance from Scheduling & Event Services to install and/or hang them.

## 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.
- Facilities must approve the use of extensive electrical power 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 the 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 fees.
- 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.