

## Scheduling & Event Services

### External Reservation Guidelines

The Homewood Campus provides meeting and event space available to outside organizations, community members, businesses, and city and school entities. Space may be rented for a variety of meetings, trainings, workshops, vendor fairs, speaker series, and other special events.

#### FEES AND CHARGES

In order to receive a complete cost estimate, please submit your on-line request through the on-line scheduling site, <https://eventscheduling.jhu.edu/Client/Home/Index>, and a proposal will be generated. You may also submit the on-line inquiry form located on the scheduling site, <http://studentaffairs.jhu.edu/community-living/scheduling-event-services/inquiry-form/>, and we can work to assess what your needs may be to provide an accurate cost estimate.

Outside organizations are responsible for room rental fees, any additional labor and equipment, insurance, administrative services, and any special rentals or requests.

Rooms must be left in the same condition in which they were found. Trash and recycling containers are available in every room. Reservations, which necessitate overtime or other extraordinary expenses, will be billed to the organization.

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 (most usage of Shriver will always require an electrician)
- d) extra clean-up fees for excessive trash removal for the custodian
- e) additional table and chair rentals for a room or outside
- f) extended building hours for an event
- g) security needs (events with alcohol or collecting money may require security)
- h) hanging signs or banners inside or outside buildings

#### RESERVATION CANCELLATIONS

Room reservations are non-transferable. An organization cannot release a room to another organization. Any scheduling changes must be made through Scheduling & Event Services.

If an event is canceled or a schedule change is made, it is the responsibility of the organization to inform the Scheduling & Events Services at least two business days in advance. There is no guarantee a scheduling change can be accommodated. A telephone cancellation must be followed-up in writing. Failure to contact Scheduling & Event Services will result in fees per the contract.

#### SERVICES PROVIDED

Scheduling & Event Services will schedule space for an outside organization as appropriate. 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. Once an event is contracted, a Special Event Coordinator is assigned to the event. The coordinator will work with the organization to handle all on-campus logistics and arrangements. You will have one contact, one contract, and one invoice for all on-campus facilities and services provided.

Additional services may be provided with an additional fee. Additional services include:

- scheduling and contracting out for outside catering
- accepting and processing on-line payments
- 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

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 shall give the group representative written notice of such relocation as soon as possible, specifying the location of any relocated rooms. 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, incur a fee, and may no longer be able to obtain and rent space.

The presence and use of alcoholic beverages may be permitted at events, but requires a licensed caterer to serve. The organization must obtain proper licenses if alcohol is being sold at the event. The legal drinking age in Maryland is 21 years of age. No one under the age of 21 may consume alcohol. A system for identifying proof of age must be provided.

Food may be brought into meeting spaces using our on-campus caterer or through an outside licensed caterer. Food is restricted from being brought in by individuals or an outside caterer to academic general pool classrooms or into any of the on-campus dining facilities to include Nolan's, Fresh Food Café, and the Lab.

Due to new state and university policies, all events with guests 250 or more must have a certified crowd manager present at the meeting or event. Larger events over 250 will need to designate an additional crowd managers for every additional 250 people. 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 certification. Certification can be obtained easily by visiting <http://www.firemarshal.state.md.us/> 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.

## **AUDIO/VISUAL**

Events with audio-visual needs must be requested through Scheduling & Event Services at least seven business days prior to the event date. If not requested seven 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 organization 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 organization must request and communicate needs in order for AV to get 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 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 at no additional cost however, only KIT-CATS staff may operate.

## **HOURS OF OPERATION**

Hours of operations for the facilities and services are 8am – 11:30pm Monday through Friday, 10am – 11:30pm on Saturday and Sundays. Events will not be scheduled and services will not be provided prior to or after these hours. In the event you need to access the room prior to the opening time, arrangements may be made for the building and room to be unlocked, but there will not be staff available for services until the opening time.

Any organizations, who request to extend beyond the building closing 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.

## **AMPLIFIED SOUND**

During the academic year, events with amplified sound will be placed in event spaces based on Scheduling & Event Services (SES) discretion. Baltimore City has noise ordinances for outside areas within the city limits. Noisy hours are considered 7 am-9 pm, Monday through Friday (not including holidays) or 10 am-10 pm, Saturday through Sunday (not including holidays). You can review more of Baltimore City's regulations regarding noise or amplification of sound in this public document, [Health Code of Baltimore City](#).

SES will schedule indoor and outdoor events in the most appropriate event areas. Many of our event spaces are also shared student spaces. If there is amplified sound, the SES will take action to place events appropriately. SES also reserves the right to cancel or move any event that adds amplified sound to areas where students or academic course may be impacted during the semester. If the requestor fails to identify amplified sound will be used, the event may need to discontinue the use of the sound or maybe asked to end the event if the group does not adhere to the guidelines. SES reserves the right to suspend future scheduling privileges.

## **MISUSE OF UNIVERSITY FACILITIES**

In order for outside organizations to continue to enjoy the privilege of using Homewood Campus space,

organizations are responsible for following the reservation policies, contract, and insurance requirements. All outside organizations must be identified and contract for all campus facilities and/or services. Outside organizations are not permitted to use a University department to host an external organization event which is not hosted, funded, or coordinated by that department. If at anytime, we find an outside event is not contracted, all space and services will be immediately canceled at the expense of the organization.

## **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 and chairs or other equipment needed. It is the responsibility of the department for any fees related to rentals, security, and facilities labor. The same general services provided by Scheduling & Event Services for indoor events in reserveable spaces is provided for outdoor events.

## 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

- No candles, incense, smoke machines or similar devices emitting visible gas vapors, fireworks, weapons, open flame, halogen lamps, space heaters, glitter, confetti (plastic or paper), and pets.
- 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. Blue painters tape may be used if adhering to an approved surface. 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. Live or cut trees, straw, hay, leaves, corn shocks, dry vegetation, water, sand, or gravel cannot be used in decorations in any building without written approval. *Nothing is to be taped to the windows in Glass Pavilion for any reason.*
- 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 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.

### INSURANCE REQUIREMENTS

The organization agrees to procure and maintain during the Reservation Period insurance coverage as described and in the amounts set forth below:

- General Liability: per occurrence bodily injury \$1,000,000

- property damage \$250,000
- Single limit bodily injury/property damage \$2,000,000
- Fire/Legal Liability \$50,000
- Workers Compensation (to the extent required by law) \$500,000
- Employers Liability \$500,000
- Additionally, the University shall be named as an additional insured on each of the policies herein described with the exception of Workers Compensation. Should any of the described policies be altered or canceled before the expiration date thereof, the issuing company shall provide thirty (30) days written notice to the University.

The organization shall submit to the University prior to group's arrival, certificates evidencing the required insurance coverage for the duration of the Reservation Period, and shall also provide to the University copies of all insurance policy contracts on demand. There should be no exclusion for Child Molestation or Sexual Misconduct on programs that include minors as participants.

All outside organizations will be required to follow the university's Youth Safety Requirements for residential summer camps or youth events hosted on campus. These requirements are:

**Youth Safety Requirements:** (a) Fingerprinting/Criminal Background Checks. User agrees to conduct at its sole cost fingerprinting and criminal background checks through the State of Maryland Department of Public Safety Criminal Justice Information System (CJIS) and the FBI National Crime Information Center (NCIC) in the manner set forth in Title 5, Subtitle 5, Part VI of the Family Law Article of the Maryland Code (the "Checks") for all of User's employees, contractors, volunteers, agents, and representatives (the "Individuals") who will use the University facilities or premises hereunder. User must perform and complete these Checks prior to such use. User agrees that User will prohibit any person who has a felony, sex offense or child abuse or neglect conviction, or is convicted of any crime listed in the Education Article of the Annotated Code of Maryland Section § 6-113, and/or is otherwise found to be dishonest, unreasonably dangerous or unqualified, from using the facilities or premises hereunder.

(b) Training. User will ensure that User and all Individuals are appropriately trained on preventing and reporting child abuse and neglect, and in the best practices and standards of conduct around children.

(c) Compliance with University Policy. User agrees that User will, and will ensure that all Individuals, comply with the University's Policy on the Safety of Children in University Programs available at [http://webapps.jhu.edu/jhuniverse/administration/minutes\\_policies\\_reports/policies/child\\_safety/](http://webapps.jhu.edu/jhuniverse/administration/minutes_policies_reports/policies/child_safety/) (the "Policy").

(d) Representation and Warranty. As of the date of commencing use of the facilities or premises hereunder and throughout the duration thereof, User represents and warrants to the University that User and all Individuals: (i) have received the Checks and that User is in every applicable way compliant with the requirements in clause (a) above and the State of Maryland's laws and/or other applicable laws with respect to the presence of Individuals near minors; (ii) have been appropriately trained as described in clause (b) above; and (iii) have read and will abide by the Policy described in clause (c) above. User hereby agrees to defend, indemnify and hold harmless the University and each of its trustees, officers, employees, agents and representatives from and against any and all demands, claims, actions, suits, losses, liabilities, expenses, and damages (including reasonable attorneys' fees) (collectively "Claims"), including without limitation Claims for personal or bodily injury, illness or death, or property damage, that arise out of or are in connection with User's failure

to meet its obligations under this Section entitled “Youth Safety Requirements” and/or User’s breach of the foregoing representation and warranty.

#### **ADVERTISEMENT/PUBLICATION**

The name Johns Hopkins University (or any version thereof, such as Hopkins or JHU), as well as any University logo or trademarks, are the sole property of Johns Hopkins University, and may not be used without the express written permission of the University. The organization agrees that no advertisement, public statement or publication made by it or its agents in connection with program, in any manner or medium, shall assert or imply that Johns Hopkins University is affiliated with the organization, or sponsors, supports, approves or endorses any product, service, interest, position or ideology of the organization, unless such statement or publication has been approved in writing by the University in advance of publication.

**The statement below must be clearly inserted on any written publications, flyers, invitations, etc. mailed or printed as well as put on all websites or digital materials.**

“Notice: \_\_\_\_\_ {Name of This organization} has leased or rented facilities from the Johns Hopkins University. However, \_\_\_\_\_ {name of org} and any programs operated by {name of org} are not related to or affiliated with the Johns Hopkins University in any way. {Name of org} is an entirely separate legal entity with no connection to the Johns Hopkins University aside from the temporary use of facilities for the specified program.”