

EXTERNAL ORGANIZATIONS EVENT GUIDELINES

Johns Hopkins SAIS provides meeting and event spaces to external organizations, community members, businesses and school entities. Space may be reserved for meetings, trainings, workshops, vendor fairs and other special events. The space cannot be reserved for personal use (e.g. weddings, social events, birthday parties, or political fundraisers). We do not rent out the space for events hosting participants under 18, without it being co-sponsored by a SAIS department/program.

HOW TO RESERVE SPACE

- All event requests need to be submitted through the ***External Organization Request for Proposal*** form.
- Prior to submitting a request, all external organizations will need to review and acknowledge acceptance of the External Organizations Event Guidelines, which outlines the booking process and policies pertaining to the use of Johns Hopkins SAIS space.
- Submitting an ***External Organization Request for Proposal*** form does not guarantee event or space approval. SAIS reserves the right to determine if the event is appropriate to the mission of the university.
- SAIS Events requires 3 business days to process all requests. A temporary hold is placed on rooms for your convenience while you inquire about space availability. After 5 business days without confirmation of the event, our office will release the temporary reservation.
- External organizations are responsible for room rental, labor and equipment and administrative services cost to service the event determined by SAIS.
- A dedicated event coordinator will be assigned to help guide you through the contract and event planning process.

BOOKING WINDOW

- Requests for space should be submitted at least 30 business days in advance but cannot be reserved more than 3 months ahead of the event day to allow for the contracting and planning process. In addition, space is only available to reserve following the completion of scheduling for academic classes:
 - Fall Scheduling – Completed in August of every year
 - Spring Scheduling – Completed in December of every year
 - Summer Scheduling – Completed in April of every year
- Smaller scale events (typically held in our small and large conference rooms) can be submitted up to 15 business days in advance and will require full payment upfront.

- Kenney-Herter can only be reserved during the non-academic school year, meaning winter, spring and summer breaks. Dates available during those breaks are determined by SAIS.

SERVICES PROVIDED

- SAIS will schedule space for an external organization as appropriate. In an effort to ensure we are maximizing the usage of space, we may need to assign an alternative space more conducive to the event or activity than to the request space.
- Additional services may be provided with an additional fee:
 - Audio Visual Support Services
 - Cleaning Services
 - Facilities Support Services
 - Day-of-Event Coordinator
 - Security Services
- All event details must be submitted to SAIS by Tuesday at noon the week prior or a minimum of five business days ahead of your event. SAIS reserves the right to determine which services are required to execute your event.
- SAIS reserves the right to relocate the rooms assigned. In the event a room relocation needs to occur, SAIS 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 with SAIS.

INSURANCE REQUIREMENTS

- All events held at SAIS are required to carry insurance. The organizer must provide a Certificate of Insurance that names SAIS as “Additionally Insured” or the certificate holder.
- The insurance requirements are:
 - 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): \$50,000
 - Employers Liability: \$500,000
- 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).

FOOD & BEVERAGE

- Events that serve food at Johns Hopkins SAIS, must follow the Approved Catering Rules:
 - All external organizations must order from our approved vendor list and inform their coordinator which caterer they are using by Tuesday at noon the week prior or a minimum of five business days ahead of your event.
 - All events with catering for over 50 people will be required to pay for cleaning services.
 - Depending on the building, the caterer may drop off in the designated loading/unloading area. Caterers can only be in the area long enough to drop off and pick up items. Once the caterer is finished dropping off or picking up items, caterers must exit and find parking elsewhere.
 - All catering must be cleared with all rental items picked up immediately after the event. Items cannot be stored until the next day without incurring an additional room rental rate.
 - The presence and use of alcoholic beverages (beer and wine) may be permitted at events, but must be contracted and served from one of our preferred caterers.
 - Alcoholic beverages cannot be sold at the event.

PARKING

- SAIS does not provide parking in any building. Guests should utilize street parking or the local garages.

GENERAL DECORATION GUIDELINES

- The group must obtain the university's advanced written approval to decorate the space in any manner whatsoever.
- Groups are allowed to display signs that do not require hanging within the rented space and one by the registration.
- 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.
- Groups may not pin, tape or affix items to walls, drapes or windows.
- The use of extensive electrical power must receive advance written approval.
- 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. Missing items as well as additional items in the room may result in a removal and/or replacement fee.

ADVERTISEMENT/PUBLICATION

- The name Johns Hopkins University School of Advanced International Studies (or any version thereof, such as Hopkins, SAIS 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 SAIS 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.

MISUSE OF UNIVERSITY FACILITIES

- All external organizations are responsible for following the reservation and contract policies and insurance requirements in order to continue to enjoy the privilege of using Johns Hopkins SAIS space.
- All external organizations shall not assign, sublease or transfer any interest in the reservation agreement/contract or allow others to use the licensed space provided by SAIS without written approval.
- If at any time, we learn new information not discussed and agreed upon with written approval from SAIS, the event and services will be immediately cancelled at the expense of the organization.