

JHU ORGANIZATIONS EVENT GUIDELINES

The SAIS campus provides meeting and event spaces to all JHU Organizations. 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). There is a discounted room rental charge associated with reserving space at SAIS.

HOW TO RESERVE SPACE

- All event requests need to be submitted through the *JHU Organizations Request for Proposal* form.
- Prior to submitting a request, the department will need to review and acknowledge acceptance of the JHU Organizations Event Guidelines, which outlines the booking process and policies pertaining to the use of SAIS space.
- Submitting a *JHU Organizations Request for Proposal* form does not guarantee event or space approval.
- 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.
- JHU 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.
- All fees for a JHU organization event will be charged through the department budget code provided.

BOOKING WINDOW

- Requests for space should be submitted at least 30 business days in advance. 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 November of every year
 - Summer Scheduling – Completed in April of every year

ADVANCE RESERVATION REQUESTS

- Advanced reservation requests may be made by a department who wish to reserve space for a major event on date(s) extending beyond the reservation timeframe. Due to limited space, we

will only place a temporary 1st hold on the date/space. The space cannot be guaranteed until academic scheduling is completed for the semester in which the hold falls under.

RESERVATION CANCELLATIONS

- Room reservations are non-transferable. A department cannot release a room to another JHU department. Any scheduling changes must be made through SAIS Events.
- If an event is canceled or a schedule change is made, it is the responsibility of the department to inform SAIS Events at least three business days in advance. There is no guarantee a scheduling change can be accommodated. A telephone cancellation must be followed-up in writing.

SERVICES PROVIDED

- SAIS will schedule space for department usage 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.

FOOD & BEVERAGE

- Events that serve food at SAIS, must follow the Approved Catering Rules:
 - All JHU 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.
 - 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.

MISUSE OF UNIVERSITY FACILITIES

- All JHU Organizations are responsible for following the event guidelines in order to continue to enjoy the privilege of using SAIS meeting and event space.
- SAIS spaces are only to be reserved and used by JHU Organizations for university-sponsored events (coordination and participation required).
- 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 department.