

OFFICE OF HUMAN SERVICES
JOHNS HOPKINS AT EASTERN
1101 EAST 33RD STREET, SUITE C120
BALTIMORE, MD 21218-3637

Center for Training & Education * Career Management Program * Organization Development & Diversity *FASAP/WORKlife

FACILITY RESERVATION AGREEMENT

Welcome to the Office of Human Services. Because we want the time you spend in our facilities to be productive and enjoyable, we are making the following guidelines available. Your signature on the attached form indicates that you have agreed to accept the conditions outlined in this agreement.

Mission

The Office of Human Services' training facilities has been designed to support the professional development of University faculty and staff.

Key Operating Principles

- The OHS mission of human development will always take precedence in the use of these facilities.
- We will attempt to accommodate groups on a space-available basis.
- We give priority to retreats, special training events, and short-term, cross-functional projects over standing committees and staff meetings.
- We ask that meetings be scheduled within a reasonable time frame. We can generally schedule and confirm room reservations within a 30-day window of the event date.
- The Office of Human Services reserves the right to withdraw confirmation if we need to use the facility you have scheduled in support of the OHS mission. This rarely happens, and we will make every attempt to honor a confirmed reservation. If we have to withdraw confirmation of your reservation, we will do so with as much advanced notice as possible and with every effort to reschedule. We suggest that you develop a back up plan for the unlikely event that we must withdraw confirmation.

Scheduling

To reserve space, complete a **Facility Reservation Agreement Form**. The completed form must be received in the appropriate program office before your request can be confirmed. Please send a separate form for each date requested.

Cancellation

All cancellations initiated by you must be made **in writing**, i.e., by letter, fax, or email, to the appropriate person in each program area. As mentioned above, OHS reserves the right to withdraw confirmation if the facility is needed to support the OHS mission. The OHS area is **not** a staffed conference facility and we depend upon your cooperation to continue to permit use of the facility. We also reserve the right to prohibit the use of our facilities by those who do not follow the guideline outlined below.

OHS Contact People

For information about any OHS facility or to discuss which facility best meets your needs, contact:

Megeen Thomas
OHS Program Assistant
megeen@jhu.edu
Phone: 443-997-4570
Fax: 443-997-8584

For information about a specific facility, or to reserve a specific facility, contact:

In the Center for Training and Education:

Joyce Boston-Moore
T&E Program Assistant
Jboston4@jhu.edu
Phone: 443-997-6803
Fax: 443-997-6867

Facilities include two classrooms (one classroom seats 15, the other classroom seats 20) and one auditorium/lecture hall seating 70

In the Office of Financial & Information Technology Training:

Debbie Long
Training Operations Administrator
dlong@jhu.edu
Phone: 443-997-8119
FAX: 443-997-8401

Facilities include two computer labs (very limited availability)

In the Career Management Program:

Jean Washington
Career Management Program Assistant
jwashi11@jhu.edu
Phone: 443-997-4992
Fax: 443-997-6673

Facility includes one classroom seating 25

In the Office of Organization Development & Diversity:

Carlotta Chappelle
Administrative Project Assistant
carlottac@jhu.edu
Phone: 443-997-6498
Fax: 443-997-4755

Facility includes one interactive meeting room seating 25

Guidelines for Using Space

Set up. You agree to set up for and clean up after your event. You will provide the name and telephone number(s) of a contact person responsible for these duties. You may change the set-up, but must return the facility to its original configuration before you leave. Please do not move the podiums or instructor stations. The podiums and instructor stations contain equipment routed through the floor. Moving them will damage equipment and connections. We respectfully request care when moving the furniture and other items.

Hours of Operation. Regular business hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. It may be possible to arrange access to the facility earlier or later than regular business hours, but this will require special arrangement made in advance with program area staff and building security.

Catering. You may cater your event, but are responsible for coordinating deliver times, etc. with the caterer. You or your representative must be present to receive and set-up the order. OHS staff will not accept delivery. Food may be served in the Lounge Area (B100) or in a classroom if you accept responsibility to clean up after the food service. If you set up food in the Lounge, prepare a sign to be posted in the Lounge Area indicating the group for which the food is intended. Individuals may carry food into the regular classrooms but food is not permitted in the FITT computer classrooms under any circumstances. OHS will not provide the Lounge beverage service to non-client groups who use this facility.

Clean up. **Clean-up is your responsibility.** All paper and plastic products, beverages, food, etc., must be completely cleaned up prior to your departure. To control pest problems, users should take special care to properly dispose of all food and beverage items in the proper trash or recyclable containers. Tables should be wiped down using appropriate cleaning items and floors should be inspected. If necessary, arrange to have the facility vacuumed by the housekeeper on duty (443-997-4766) before you leave. Restore the facility to its original state before you leave. Proper cleanup is a critical condition that must be met for continued access to the facility.

Equipment. Facilities are set up with a variety of ceiling-mounted LCD projectors, video and DVD players, document cameras, transparency projectors, computers, flip charts and markers. You must arrange with the program assistant in advance to use **any** of this equipment and receive a demonstration in its use prior to the day of your event. **If equipment is lost, damaged, or stolen during your use of the facility, your department will be expected to pay the cost of repair or replacement (to be determined.)** Any breakage or operating problems must be reported to the appropriate program representative before you leave the facility. All equipment must be turned off according to the directions provided by the program representative. **Under no circumstances** will any equipment or furniture be removed from the facility.

Web Connectivity. The auditorium and some classrooms have connections to the web available. If you plan to bring your own lap top computer(s) to access the web, you must inform us at least 24 hours in advance so that we can activate the appropriate address (s). We need to know the MAC address (an internal code within each machine,) what type of applications you plan to run, and whether or not you need conference capability. These services are not provided automatically, and must be requested in advance with enough notice for appropriate connectivity to be managed.

In the Career Management Program facility, only the main computer and one wall jack connection are activated. You must arrange with the Career Information Assistant to use the technology before the day of your event.

Given the purpose, focus and design of your meeting, it may be possible to arrange to use the laptops in the OD&D facility. There may be direct costs associated with your use of this facility.

Smoking. The Johns Hopkins University is a smoke-free workplace. Smoking is not permitted in the facility. Smoking is permitted at the west, side entrance of the building.

Telephones. Public campus telephones are located across the hall from the auditorium, Room B102. The pay phone in the main lobby is also available for your use to make local calls.

Please note that each program may have additional guidelines that must be followed relevant to the use of its space. The OHS staff appreciates your cooperation with the above guidelines and hopes that using OHS facilities can support you in achieving the mission and goals of your department or group. If you have questions or need additional information about the OHS facilities and how to request their use, contact Megeen Thomas, Office of Human Services, at 443-997-4570.