

Johns Hopkins School of Nursing Space Rental Policy

Affiliation

The Johns Hopkins School of Nursing (JHSON) has been a leader in health and healthcare since our founding in 1889. Our founders insisted on a program that not only educated excellent nurses but also demanded that they be leaders and innovators. JHSON's mission is to improve the health of individuals and diverse communities locally and globally through leadership and excellence in nursing education, research, practice, and service.

Location

JHSON's core activities take place in the Pinkard Building located at 525 N. Wolfe Street on the East Baltimore Campus of the Johns Hopkins University. We are less than 30 minutes from BWI airport and approximately 60 minutes from downtown Washington, DC. See more at www.nursing.jhu.edu.

Accommodations

The Johns Hopkins School of Nursing has adopted this space rental policy to help govern how and when space can be rented by JHU affiliates and external organizations. JHSON's Pinkard Building and adjacent courtyard are able to accommodate events such as retreats, small conferences, workshops, lectures, seminars, etc. See Exhibit A for a list of rentable space and associated fees. Diagrams and pictures for all available spaces are available [here](#).

Intended use

All rentable space in the Pinkard building should be used for hosting conferences, workshops, meetings seminars or other events and programming that are aligned with JHU's academic and research missions.

Procedures

All space rental requests will be reviewed by JHSON's Senior Events Planner. The processes for JHU affiliates and external organizations are outlined below.

- **For JHU Affiliates:** JHU affiliates can check for space availability via [25Live](#) and view space diagrams and pictures [here](#). If desired space appears available, fill out this brief [Space Request Survey](#).
- **For Non-JHU Affiliates:** View space diagrams and pictures [here](#). Fill out this brief [Space Request Survey](#).
- The Senior Events Planner will ensure that the event aligns with SON's policies and availability and then create the event in 25Live.
- Once the event is created and the space is reserved, the Senior Events Planner will send a link to the Event Details Form that captures all relevant event details. The completed form must be received by the Senior Events Planner thirty (30) days prior to the event.
- After the form is completed, and before two weeks prior to the event, the event organizer must set up a time with the Senior Events Planner to review the content of the form and confirm any remaining details.

Requests to rent non-classroom space can be made up to 1 year in advance of the event date. Reservations for classrooms will not be made during blackout periods, which are in effect until all SON courses have been assigned classrooms for that specific semester. The blackout will prevent the reservation of a room from the first day of classes through the last day of exams for each semester until classroom assignments are completed. The blackout is usually removed a few weeks prior to the start of a term. A second blackout period will occur during final exams each semester. Requests to reserve classrooms will not be approved for days that fall during final exams week each semester.

Fees

Fees only apply to events which are defined as gatherings that either:

- Take place in large gathering spaces including Carpenter A, Carpenter B, HUB, the courtyard, or auditorium
- Require any of the following:
 - IT support: IT personnel required to assist before or during event
 - Furniture setup: The setup desired is not the normal setup of the room
 - Extra security: If alcohol is being served

All rental fees associated with an event must be paid according to fee schedule (see Exhibit A) and will be based on event type and affiliation. Payment for use of the space will be due 21 (twenty-one) days prior to the event, except for security and IT services which will be invoiced after the event. If payment for use of the space is not received, the space will no longer be held and will be released for other use. An invoice will be sent from the JHSON business office that includes all payment instructions. JHSON reserves the right to waive the space rental fee at its discretion. Instances where fees may be waived include events hosted by an organization of which JHSON faculty or staff are members or events hosted by JHU affiliates that are directly tied to JHSON's mission and partnerships.

Event Support

Space in the Pinkard Building will be available during regular business hours: 8:00AM-5:00PM M-F. Special permissions may be possible depending on need and resource availability. No events will be scheduled when the University is closed. In the event of inclement weather, and possible building closures, the Senior Events Planner will contact the hosting organization to discuss options for canceling and rescheduling events.

JHSON event staff will not be available to provide event support beyond walking through the space with the host and ensuring that space configurations are acceptable. Therefore, external organizations must bring everything required for the event, including everything required to serve food and beverages. All events must conclude at the designated time to enable the facilities team to break down the space and prepare it for the next event.

Information Technology

Basic support from the JHSON IT team will be available during events. While staff will not remain in the space during the event, they will be available to meet and walk through IT requirements prior to the event and will be available via the help button during the event. IT support will include supporting the technology in the space that was reserved for the event. If the host would like IT support to remain present throughout the event, they should plan to bring their own IT staff.

Some spaces have the ability to record speakers. There is additional time and effort required by the JHSON IT team when recordings are requested. JHSON will charge \$150/hour for lecture capturing services (an unattended still shot of a speaker at a podium). Additional IT services fees will be sent via invoice to the host following the event. Recordings will not be hosted on SON streaming platforms after the event. The recording will be provided to the hosting organization via download or flash drive.

The hosting organization will be liable for costs associated with any damage to equipment and should therefore not tamper with equipment connections/cables and configurations unless instructed to do so by the JHSON IT team. Reserving space and paying the associated rental fee signifies understanding of and acceptance of this potential cost. If damage to IT equipment does occur, an itemized invoice will be presented to the host, following the event, which will be due upon receipt. Failure to pay will result in the organization no longer having access to JHSON space for future events.

Operations

Upon receipt of the rental fee payment, JHSON will provide the host organization with the standard rendering of the space configuration in advance of the event. While the host may request a different configuration, if there is insufficient time between events to configure the space to the host's preferred layout, the Senior Events Planner will notify the host and the standard layout will be utilized. Configurations may not be changed or altered by the host organizations. If furniture is moved during an event, it must be returned to the original configuration at the end of the event. All table surfaces must be left clean and free of trash. If the space configuration has to be significantly modified for the scheduled event, a mockup of the space must be provided to the Senior Events Planner at least three weeks prior to the event. Please click [here](#) to access a website that contains diagrams and pictures for all available spaces.

Security

Security is onsite during business hours. If alcohol is going to be served during an event, additional security is required and will be charged to the host organization at the rate of \$27 per hour or \$41 per hour if the hours are considered overtime. JHSON will arrange for additional security guards, when necessary. The cost associated with additional security will be calculated based on the duration of the event and will also be billed following the conclusion of the event.

Catering and Other Vendors

A staff member from the host organization should be present to greet caterers and other vendors at the front door to escort them to the space location on the day of the event. This will not be the responsibility of the security guards at the front desk. All costs associated with caterers and vendors will be borne by the host. If access to the loading dock is required, SON Campus Operations should be notified two weeks prior to the event at SON-Campusops@jh.edu.

Parking

The following parking lots are in closest proximity to JHSON:

1. Washington Street Garage: 701 North Washington Street at Monument Street; [.2 miles](#)
2. Washington Street Parking Lot: 299 North Washington Street; Corner of Washington Street and Fayette Street; [.2 miles](#)
3. Ashland Garage: 900 N. Washington Street. On the southeast corner of Ashland Avenue and N. Washington Street; [.3 miles](#)
4. Orleans Street Garage: Orleans Street, between North Broadway and North Wolfe Street; [.2 miles](#)

Effective Date

This policy will go into effect on September 1, 2023 and will be reviewed annually thereafter.

Termination of Rights to Event Space

JHSON reserves the right to immediately terminate the privilege of use of facilities to any individual, group and/or organization who refuses to comply with JHSON and JHU rules and regulations. Misrepresentation of the type of event or failure to fully disclose pertinent details regarding the event may result in additional charges or denial of facility use.

Exhibit A
Space and Fee Schedule

As stated above, fees only apply to events which are defined as gatherings that either:

- Take place in large gathering spaces including Carpenter A, Carpenter B, HUB, the courtyard, or auditorium
- Require any of the following:
 - IT support: IT personnel required to assist before or during event
 - Furniture setup: The setup desired is not the normal setup of the room
 - Extra security: If alcohol is being served

Diagrams and pictures for all available spaces are available [here](#).

Pinkard Space Number	Space Type / Description	Max Occupancy	Technology	4 Hour Rental Fee (affiliate/non-affiliate)
Courtyard	Event / Outside	150	Portable Podium, Portable Speakers	\$300/\$500
N110	Event / HUB	200	Portable Podium, Portable Speakers	\$300/\$500
N115	Event / Carpenter A	77 (rounds)/ 100 (theater style)	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$250/\$400
N130/140	Classroom / Combined	40	Web conferencing, presentation capable	\$200/\$350
N130	Classroom / Wall installed	20	Web conferencing, presentation capable	\$150/\$250
N140	Classroom / Wall installed	20	Web conferencing, presentation capable	\$150/\$250
S101	Event / Carpenter B	49	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$250/\$400
S120*	Event / Auditorium	220	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$300/\$500
N210*	Classroom / Conference Room	12	Web conferencing, presentation capable	\$100/\$150
N231	Classroom	96	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
S220*	Classroom / Tiered (fixed tables)	104	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
N311*	Conference Room	16	Web conferencing, presentation capable	\$100/\$150
N316*	Conference Room	10	Web conferencing, presentation capable	\$100/\$150
N324*	Conference Room	12	Web conferencing, presentation capable	\$100/\$150
N330*	Classroom / Conference Room	16	Web conferencing, presentation capable	\$100/\$150
N331	Classroom	30	Web conferencing, presentation capable	\$100/\$150

N340	Classroom	80	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
N420	Classroom	64	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
N424	Classroom	40	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
N431	Classroom	48	Lecture capture (recording of stationary speaker at podium), livestreaming, web conferencing, presentation capable	\$150/\$250
S405	Conference Room	18	Web conferencing, presentation capable	\$100/\$150
S411	Conference Room	10	Web conferencing, presentation capable	\$100/\$150
N520*	Conference Room	16	Web conferencing, presentation capable	\$100/\$150

*** not configurable**

<i>Additional Charges based on event type and duration (will be charged via an invoice following the event):</i>		
Technology Support		\$150 per hour for lecture capture
Security		\$27 per hour per guard (\$41 per hour for overtime)