

**The Sidney Kimmel Comprehensive Cancer Center**

**Conference Room Guidelines**

**(Owens Auditorium/Pre-function/Patio area, CRB II conference rooms 111 and 212, and FAMRI Plaza)**

**Important Phone Numbers:**

|  |  |  |
| --- | --- | --- |
| Scheduling/availability (view in Outlook) | Tom Kessler (primary), Sam Lee | 2-0010, 5-9702 |
| General questions/concerns | Tom Kessler/Gail Voelker | 2-0010/5-8823 |
| Audio visual (technician scheduling or AV equipment only issues). | Scott Price  Emergency Service | 410-955-3796  410-428-2066 |
| Desktop support (PC Help) – For support, complete [New Service Request Form](https://apps.onc.jhmi.edu/adminApps/helpDesk/?page=newServiceRequest)  (Request is immediately directed to a support technician on duty) | Website:  [OIS: Oncology Information Systems](https://apps.onc.jhmi.edu/adminApps/helpDesk/?page=newServiceRequest) | 410-955-9571 |
| Catering | Your choice of caterers may be used. |  |
| Custodial services (JHU)  (furniture setup and event services) | General Line  FAX  Emergency Service  William Wright ([wwright2@jhmi.edu](mailto:wwright2@jhmi.edu)) | 410-955-3324  410-502-0036  410-502-0035  410-955-0194 |
| Video conference equipment support  (Scheduling a bridge and support services for rooms 3M42 and CRB II, Room 212 only). | [Integration Services Video and Collaboration](https://cds.johnshopkins.edu/ISVC/video_conf.html) (ISVC)  [vtc@jhu.edu](mailto:vtc@jhu.edu) | 410-735-6671 |
| Accessibility | <http://accessibility.jhu.edu/event-planning/> |  |
| Other helpful information: | Loane Brothers (Party Tent) attn.: Mike  Sheppard Exposition: Poster Boards  Attn.: Frank | 410-823-6050  410-737-9270 |

**Room Information:**

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| **Room** | **Seating** | **Restrictions** | **Location** | **Equipment** |
| Owens Auditorium \*\*Note: Budget # required. | 232 | None | CRB/CRBII Connector | *Audio Visual Specialist Required to Operate Equipment.* Dry Erase Board, Assisted hearing device system |
| Pre-function Area/Patio (space outside of auditorium) | 80 | No Smoking on Patio | CRB/CRB II Connector | *Audio Visual Specialist Required to Operate Equipment.* Equipment used in coordination with Auditorium |
| CRB II, Room 111 | 62 | None | CRB II 1st Floor | Computer available w/ AV Equipment  For PC Service contact Desktop Support |
| CRB II, Room 212 | 18 | None | CRB II, 2nd Floor | Bring laptop; AV is available, Teleconference equipment available and supported by ISVC (see contact info above). |
| FAMRI Plaza |  |  | Outdoor courtyard in front of (CRB II) | No equipment. Coordinate outdoor setup with Custodial Services. If using tent, facilities must notify Ms. Utility if using stakes. |

**General Guidelines:** Priority will be given to Kimmel Cancer Center functions and events. Events outside of the Cancer Center will be scheduled depending on availability. Use of the rooms by organizations outside of JHMI are prohibited without special approval and may incur user fees. Vendors should contact the Purchasing Office, phone: 443-997-5653 for initial approval and then the Education Office at 5-9702 during regular business hours to schedule.

Time required for set-up and clean-up of meeting space must be included in the reservation. The pre-function area requires 1-hour of prep-time before and after events. Altering the appearance of any room by taping, pinning, nailing, or fastening any items in any manner to the walls, doors, and/or ceiling is not permitted. The dry erase wall in the auditorium may be used with pens and erasers provided. No permanent markers please.

In case of equipment malfunction, the space may be closed down to allow for emergency service of the equipment. If this happens, you may be asked to move your meeting/function to another room. We cannot be responsible for finding another room for your function.

**Scheduling and Availability:** Monday through Friday – 8:00 A.M. until 7:00 p.m. and closed on weekends. (Extended hours may be available upon request). During weather emergencies, please check the Johns Hopkins Emergency Alert Website for details regarding closures. If the University is closed, the CRB I and II buildings revert to a weekend/holiday schedule. This means custodial services (furniture and event services), housekeeping and AV departments will be closed. Call Sam Lee in Oncology Administration at 5-9702 to reserve your space. You can preview availability of the rooms in Outlook. Please try to pre-plan your event and reserve the space needed within 5 business days. Your reservation is not official until you receive an email confirmation. Please be prepared to give the title of the event, and your contact information including name, phone number and budget number if necessary.

*The Auditorium may be reserved with or without the pre-function area. When the pre-function area is not in use, it will be open to the public as a commons area. Please specify in your request whether you will need one or both areas. Please include set-up and breakdown time when scheduling the rooms.*

**\*\*Audio Visual** (AV)**:** An audio visual specialist will be needed for use of the equipment in the Owens Auditorium. All *Cancer Center Members and Staff* will be provided with this service free of charge**. When making your reservation, we will ask you for a budget number. *If you do not cancel your reservation at least 24 hours prior to your event, your budget will be charged by AV Services.*** All audio visual equipment is monitored and serviced by JHU Audio Visual Services at 5­-3796. This does not include video conferencing equipment or PC’s.

**All *non-Cancer Center Members and Staff* should call JHU Audio Visual Services (5-3796) to contract services.** Requests for Audio Visual services are to be made no later than 3:00 p.m. the day before, for next day service. If an emergency request is needed, please contact Scott Price directly at (410) 428-2066.

**Computer equipment:** The computer in CRB II, Room 111 is Oncology property. If service is needed due to a computer malfunction, please notify [Oncology Desk Top Support](https://apps.onc.jhmi.edu/adminApps/helpDesk/) or call Oncology Administration to report the issue (5-9702 or 5-8800) during normal business hours (8:30 AM – 5:00 PM).

**Catering:** A kitchen facility is available for set-up. Please call facilities at 5-3324 to arrange for access. You may use your choice of caterers for your event.

**Facilities** (Room Set-up): Furniture arrangement should be made through JHU Custodial Services Office at 5-3324. Easels are available upon request. Easel Pads to be provided by the user. **A charge of $25.00 an hour, per person, applies for scheduled custodial services during the weekend.**

**Housekeeping:** When your function is over, please remove all materials from the premises. Discard any trash and leftover food items in the proper receptacles. If you need housekeeping to assist with clean-up, please page them at 3-7756.