

THE JOHNS HOPKINS UNIVERSITY
Office of the Registrar
75 Garland Hall - Scheduling Desk
Phone: (410) 516-8086

Complete the form with the requested information. Plan far enough ahead to ensure availability:

CONTACT INFORMATION:

Student Group: _____

Responsible Person: _____

E-mail Address: _____

Phone Number: _____

ROOM REQUEST:

If you require the use of rooms after 6pm on weekdays, or the use of rooms in Shaffer Hall on weekends, you should contact the Scheduling Coordinator for the School of Professional Studies (Shaffer 103 - (410) 516-7185) directly. If your event time crosses both scheduling periods (ie. 5:30pm—7:30pm), you need only submit the request to one office — we will coordinate with one another.

THERE IS TO BE NO FOOD OR DRINK IN THE GENERAL POOL CLASSROOMS

Date(s): _____

Start Time/ End Time: _____

Room(s) Requested: _____

Purpose of Event: _____

Requirements: _____

Date of Submission: _____