



**JOHNS HOPKINS**  
INSTITUTE *for*  
NANOBIOTECHNOLOGY

**INBT CONFERENCE ROOM RESERVATION REQUEST FORM**

Complete all fields. Room requests are not guaranteed. Instructions on how to submit a room reservation request, and contact information are listed on the INBT conference room [website](#). Room use and reservation policies are listed below and available on the INBT website for review and download.

EVENT NAME \_\_\_\_\_

EVENT TITLE \_\_\_\_\_

(If different from event name. This title will be posted publicly on 25Live.)

EVENT TYPE \_\_\_\_\_

(Is this event a meeting, seminar, workshop, etc.?)

HOME DEPARTMENT \_\_\_\_\_

(Your home department or division.)

ADDITIONAL ORGANIZATIONS \_\_\_\_\_

(List department name if this is a co-sponsored event.)

EXPECTED HEAD COUNT \_\_\_\_\_

EVENT DESCRIPTION \_\_\_\_\_

\_\_\_\_\_  
(Be detailed. Do not use abbreviations and acronyms. Use first and last names if required. If you are scheduling on behalf of another party, indicate the host's full name and email address.)

DATE AND TIME OF EVENT \_\_\_\_\_

(If you are scheduling a reoccurring meeting, include dates and times)

LOCATION \_\_\_\_\_  
(Indicate the conference room you are requesting.)

FOOD \_\_\_\_\_  
(Will food and/or beverages be consumed? If yes, detail what will be served/consumed.)

ADDITIONAL NOTES/COMMENTS \_\_\_\_\_  
\_\_\_\_\_

I ROOM AND RESERVATION POLICIES: YES NO

(Do you agree to INBT's room use and reservation policies, and assume the risks for noncompliance? Schedulers are responsible for informing host(s) and attendees about room and reservation policies, and liabilities. Information about room use and reservation policies are below and available on our [website](#).)

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### **INBT Room Use and Reservation Policies**

For all to enjoy INBT conference rooms, the room use and reservation policies apply to all hosts and attendees. Failure to do so risks reduced or revoked room privileges. Additionally, host(s) and attendees are financially responsible for damages should they occur.

#### **Room Policies**

- Complete meetings on time. Be respectful of the team that has the room after you.
- Keep rooms clean and orderly.
  - Sanitize furniture.
  - Remove trash.
  - Clean whiteboards.
  - If you close window shades and blinds, open them before leaving.
  - Do not add, remove, or rearrange furniture, equipment, and supplies.
  - Turn off electronic equipment before leaving. E.g., lights, monitors, projectors, etc.
- You are responsible for your own supplies. The INBT does not supply adapters, chargers, laser pointers, scissors, tape, cups, napkins, water bottles, etc.
- Handle equipment and furniture with care.
- Report damages to an INBT staff member immediately.
- Food and beverages are allowed in rooms. However, you must:
  - Clean up. Wipe down counters, tables, and keep floors clean.
  - Deposit trash in receptacles outside of the conference rooms.
  - Take all food and beverage products with you.
- Room use requires a confirmed reservation. If you are in a room without a confirmed reservation, you will be told to leave.

## **Reservation Policies**

INBT conference rooms are for general meeting purposes only and not for course-related activities. Reservations are on a first come first serve basis, but priority is given to personnel conducting INBT business first. The INBT holds the right to refuse and cancel a reservation. If you need a room for course-related purposes, more information is on our [website](#).

- Plan early. Rooms book early and are not guaranteed. All efforts are made to respond to reservation requests in a timely manner.
- Rooms can only be booked for a maximum of two (2) hours. The only exception is for a thesis defense with three (3) hours maximum.
- Be detailed about your reservation's purpose in the booking form. E.g., Writing "meeting" is insufficient.
- If you're making a reservation on behalf of another party, you must include their name and email address in the request form. You are also responsible for informing them about the room use policies.
- Rooms can only be booked for a semester at a time.
  - Fall semester reservations (September – December) opens August 1.
  - Spring semester reservations (January – May) opens December 1.
  - Summer reservations (June – August) opens May 1.
- If there is a disagreement between parties about room reservations, contact an INBT staff member to review the confirmed booking.

## **Important Information**

- Croft and Shaffer Hall are unlocked between 7 am – 7 pm. Access to the building outside of these hours requires swipe access.
- Conference rooms are unlocked Monday – Friday between 8:30 am – 5 pm. If you need access outside of these hours, you need to arrange access.
- Conference rooms 105 and 110 are inside the 104 suite. The 104 suite is unlocked between 8:30 am – 5 pm. Access to these rooms outside of business hours requires swipe access. If you do not have swipe access, consider an alternative room.
- Conference room 204F is inside the 204 suite and requires swipe access. If you do not have swipe access, consider an alternative room.

*Information updated July 14, 2025*