

HUSB Facilities FAQs

**Who can request facilities at Howard University School of Business (HUSB)?
Do you allow community events and/or events not related to HUSB to be hosted at your facility?**

How early can I submit facility request?

Can the scheduling coordinator move classes for special events?

How do I make changes or cancel an event that has already been confirmed?

Who do I contact for audio visual needs?

Who do I contact for catering?

Am I responsible for cleaning up the room after my event?

Where should my guests park?

Can I change the room setup?

Who can request facilities at Howard University School of Business (HUSB)?

All HUSB faculty and staff can complete the facility request form. Student organizations must contact their faculty advisor to submit the request on their behalf. Requests received directly from students will not be accepted. Forms should be submitted at least 14 business days prior to the event.

Do you allow community events and/or events not related to HUSB to be hosted at your facility?

Unfortunately, we do not. All events must be directly related to HUSB.

How early can I submit facility request?

We accept requests up to 30 days prior to your event.

Can the scheduling coordinator move classes for special events?

We do not permit moving classes for any reason.

How do I make changes or cancel an event that has already been confirmed?

Please email HUSB-Facilities@howard.edu to change or cancel a confirmed event.

Who do I contact for audio visual needs?

Some classrooms are equipped with audio visual equipment. Requests for audio visual should be submitted in the original event request. Audio visual requests that are submitted after the form has been received may not be granted. Please note: The use of any audio-visual equipment in the classroom space is overseen and granted by the staff at the School of Business and its' use is subject to equipment functionality and availability.

- a. Laptops and connecting cords must be provided by the event organizer.

- b. Clients are welcome to utilize their own audio-visual equipment or company. The School of Business is not responsible for the storage of any equipment being used and is not liable for the theft of any equipment left behind after any event.
- c. Any audio-visual company that is used will be responsible to remove their equipment directly after the event has ended as not to impede the break-down or set-up process of any other scheduled events. In addition, they must provide their own insurance coverage which must be received by the School of Business no later than three (3) business days prior to the event.

Who do I contact for catering?

For your convenience, the Howard University campus partner, Sodexo, offers full-service catering to Howard University and its' clients. Howard University has an exclusive agreement with Sodexo Catering and thus Sodexo must be used for all on campus events sponsored by student organizations, departments, and schools/colleges.

- a. Howard University's contracted food service provider will only provide services for events that have been authorized by the School of Business.
- b. All food service requests must be submitted within seven (7) business days prior to the event.
- c. Food safety and liability policies prohibit any home cooked food in the School of Business. Howard University has an exclusive beverage agreement with Pepsi; all beverages served on campus must be a Pepsi brand (including lemonade and iced tea).
- d. Sodexo Catering can be reached at 202-865-0217, <https://howard.sodexomyway.com/catering>

Am I responsible for cleaning up the room after my event?

Absolutely! All rooms should be returned to their original state. If you have rearranged the room to accommodate a specific set-up for your event, make sure you move the tables and chairs back the way you found them. Tabletops should be cleaned off after events in which food has been served. Garbage should be thrown in trash bins. To continue to be eligible to reserve spaces at HUSB please act responsibility and return the space/room to its original state.

Where should event attendees park?

Parking on Howard University's campus is by PERMIT ONLY. Vehicles parked without a valid permit are subject to ticketing, towing, and or immobilization (at owner's expense).

Visitor parking is available on the Howard Center Lot at a rate of \$10/day and \$180/month (Cash Only). The entrance to the Howard Center Lot is located on 8th St. NW. To purchase a visitor's permit in advance, visit <https://tagbgroup.com/>

Can I change the room setup?

The HUSB provides tables and chairs at no charge to Howard University recognized student organizations, departments, and schools/colleges.

- a. The only tables and chairs available for use are already in the rooms as part of the standard setup.
- b. Tables, chairs, or equipment are not permitted outside of the School of Business. Any event that has been approved to take place outside must supply their own tables, chairs, or equipment. The furniture/equipment will have to be rented from an outside company. All costs for the additional rental are the responsibility of the organization hosting the event.
- c. The removal of the School of Business furniture from a space, such as event tables, dining tables, lounge furniture, etc. is strictly prohibited.
- d. Classroom furniture may be rearranged for meetings; however, all furniture must be reset in the original condition at the conclusion of the event.