



School of
Business

Facilities Policies & Procedures

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The Howard University School of Business (HUSB) is honored that you have selected our facility to host your event. These policies and procedures are provided to ensure that all faculty, staff, students, and guests receive exceptional service and enjoy a memorable experience with us.

EVENT RESERVATIONS

Scheduling Procedures

For requesting space at the School of Business for university related events, please submit the completed facility request form to HUSB-Facilities@howard.edu at least fourteen (14) days prior to your event. The scheduling coordinator will return your correspondence within five (5) business days. Please note that submitting a reservation request or inquiry does not guarantee or confirm the use of any room/area at the School of Business.

Student Organizations

The School of Business only recognizes student organizations that are officially registered with the Office of Student Life and Activities. Student organizations must contact their faculty advisor and the advisor will submit the required form.

University Department or School/College

The School of Business only recognizes departments, schools and colleges that are officially approved by the University.

- a. The requesting department, school, or college must thoroughly complete all required fields of the facility request form. All details, equipment needs and any other pertinent information regarding the event must be included. The School of Business is not responsible for information omitted from the request that may delay the approval of the event.
- b. If the requested event is not approved, the School of Business will send supporting documentation via email.
- c. Reservations are non-transferable; one department, school, or college cannot transfer a reservation to another entity. Violation of this policy may result in the cancellation of future reservation privileges.
- d. Departments, schools, or colleges using University facilities and/or equipment for events are responsible for any damage to the facility and its equipment that may occur during the event.
- e. Events are permitted on Monday-Friday, 8am-5pm. Events scheduled outside of this time frame must be approved by the Dean of the School of Business.
- f. The School of Business reserves the right cancel and/or deny the request of any department, school or college that conflicts with the mission of the University,

Academic Policy, the Student Code of Conduct, the Student Life and Activities Handbook, or the School of Business Policies and Procedures.

FRONTING

Fronting by a student organization (reserving campus space for another student organization, department, or for any off-campus entity) is strictly prohibited and is subject to sanctions. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, or the policies of the School of Business is not permitted.

- a. No sponsoring student organization, department, school/college may serve as a front for another organization/company. Student organizations, departments, schools/colleges will be subject to the loss of reservation privileges.
- b. The School of Business staff will make the determination of fronting by considering the nature of the event, history and with respect to similar event types and the nature of attendees.

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>

EQUIPMENT/ROOM SET-UP

The School of Business 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.

AUDIO VISUAL

The event organizer is responsible for providing their required audio visual.

STORAGE

The School of Business does not have the space available to store materials and/or equipment for student organizations, departments, schools/colleges, and non-university clients utilizing reserved space for their event.

- a. Any property not removed and/or claimed within twenty-four (24) hours following the conclusion of an event/meeting will be considered abandoned by the sponsoring student organization, department, school/college, client, user, or its exhibitors. The School of Business may take possession of said property and treat it as its own or dispose of such property without liability. The user shall be liable for the cost incurred in disposing of the abandoned property.
- b. The School of Business is not liable for any pilferage or property damage that occurs because of materials and/or equipment that is left before or after an event.
- c. The School of Business cannot receive shipments or delivery of materials for storage arrangements. Items shipped or delivered will be refused and returned to sender.

SECURITY

All Student Organizations, University Departments, Schools/Colleges, and Non-University Clients events are subject to security measures as dictated by Howard's University's Department of Public Safety and the School of Business.

HOUSEKEEPING

All events are subject to housekeeping measures as dictated by the School of Business.

- a. Students, staff, faculty, and event attendees utilizing facilities at the School of Business are responsible for the condition that it is left in; all trash should be properly disposed of and the room should be left in its original state. Loss of reservation privileges will result if classrooms are not left in the proper condition.
- b. Food can only be provided in the designated rooms.

CANCELLATIONS

The School of Business is in high demand for events and space is limited. All cancellations must be received by the School of Business at least three (3) business days prior to the event. Late cancellations or no shows prevent other interested parties from making use of space. If events are not cancelled properly, reservation privileges will be suspended and any related events will be cancelled.

- a. If the University is closed due to an emergency, natural disaster or inclement weather, the School of Business will make every effort to reschedule events based upon room/space availability. The School of Business will not guarantee that all canceled events will be rescheduled.

OUTDOOR EVENTS

Events are permitted on the Patio/Front Lawn of the School of Business with authorization from the Dean of the School of Business.

- a. Events on the patio or surrounding area must not block or obstruct the entrances of the School of Business. Therefore, all events must maintain at least 30ft of clearance from the doorways.
- b. For power, water, and trash removal requests, the event host will need to submit a request to the Physical Facilities Maintenance Department. The School of Business will not be responsible for providing any of the aforementioned services.
- c. The School of Business does not provide tables or chairs for outdoor events.
- d. Student organizations, departments, and school/colleges approved to partner with outside organization must be present for the entirety of the outdoor space reservation and must abide by all School of Business policies. Student organizations, departments, and school/colleges are not permitted to reserve outdoor space to be solely used by a third party (vendor, business, etc.).
- e. Attempting to circumvent these policies will result in the cancellation of the outdoor event.

RAFFLES

Any Student Organization, Department, School/College, or non- university client interested in hosting a raffle on the campus of Howard University must first obtain a permit from the D.C. Office of Lottery and Charitable Games. For more information on the rules and regulations required by the District of Columbia please visit:

<http://dclottery.com/charitablegames/brochure.aspx>

PARKING

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. The entrance to the Howard Center Lot is located on 8th St. NW. To purchase a visitor's permit in advance, visit

<https://auxiliary.howard.edu/services/parking-transportation/campus-parking>

MARKETING/PROMOTION & MEDIA COVERAGE

Approval to use the Howard logo, motto, or any University branding identification must be obtained before any marketing or promotion of any event is disseminated out.

- a. Official logo images must be obtained from the Office of University Communication; the graphic and branding guidelines set by the Office of University Communication should always be adhered to.
- b. All media coverage of any kind must be approved by the Office of University Communications and the School of Business.

DIGNITARIES & SPECIAL GUESTS

All dignitaries and special guests invited and confirmed to attend any event must be noted on the original event request and submitted to the School of Business.

- a. Please review the policies and procedures regarding dignitaries and special guests found in the link below:
- b. <https://secretary.howard.edu/resources/inviting-dignitaries-howard-university>

PROMOTION

Flyers/Print

- a. All flyers and advertisements at the School of Business must be submitted for approval at least 7 business days prior to the event to HUSB-Facilities@howard.edu. Any flyer or advertisement posted without approval will be removed and discarded without notice.
- b. The School of Business reserves the right to refuse to approve any flyers/advertisements that contain offensive or distasteful graphics or text, that

promote events or activities not being held on the campus of or sponsored by Howard University. Flyers for activities held off campus will be posted based upon space availability.

- c. Under no circumstances are flyers/advertisements to be posted on any glass, walls, floors, ceilings, columns, light fixtures, or doors.

Display Boards

- a. Display boards for event signage are permitted on the day of the event. The board and easel must be provided by the event organizer. The size is limited to 36 inches (width) and 60 inches (height).
- b. Display boards are prohibited from blocking or impeding the Information Desk's view of the main entrance.
- c. The School of Business does not allow display boards to be put up without prior authorization from the staff.
- d. The student organization or campus department is responsible for the removal of the display after their event concludes. If the display board is not removed, the School of Business staff will remove and discard the display board. The School of Business is not responsible for storing any boards passed the advertised event date.
- e. Display boards in unauthorized areas of the School of Business will be immediately removed. Violator's will have their display board privileges revoked.
- f. Failure to abide by these guidelines will result in display board removal, loss of privileges and/or further disciplinary action by the School of Business.

DECORATIONS

The School of Business recognizes the importance of having the proper decor for a successful event. However, some decorations can cause damage to the facility and/or our equipment. The School of Business defines decorations as something used to embellish, adorn, or enhance a meeting space. Decoration includes but is not limited to pictures, posters, paper products, balloons, and lighting.

- a. Student organizations, departments, or schools/colleges will leave the meeting space in the original condition and will clean up all decorations at the conclusion of their event.
- b. Decorations or displays must be free standing. Nothing may be affixed in any manner to any surface, including the floor. Nailing, tacking, taping materials to any surface, or fastening display materials to draperies, light fixtures, and/or ceiling is explicitly prohibited.
- c. Keep doorways, halls, and stairs unobstructed by decorations, no exceptions.

- d. The student organization, department, or school/college will comply with all safety and fire regulations in effect at the time of the event.
- e. Candles or any open flames are strictly forbidden, no exceptions.
- f. Absolutely no hanging materials from the fire sprinkler system.
- g. The use of glitter, confetti, paint, glue, or aerosol spray products is not permitted anywhere at the School of Business.
- h. Smoke, fog, bubble machines and light show projectors using any type of liquid or dry ice are not permitted.
- i. The restrooms are for attending guests only and may not be used as a dressing room or make up room. The restrooms must remain open and cannot be closed off for any students or guests participating in the ballroom event.
- j. All decorations or display materials must be removed immediately after the event. Failure to do so will result in disposal of all items left behind and may result in the suspension of reservation privileges for the semester or academic year.
- k. All decorations will be inspected and subject to approval for safety purposes by the School of Business staff.
- l. It is the responsibility of the student organization, department, or school/college to contact the School of Business if there are any questions related to the use of something not listed above.
- m. Any violation of the policies may result in the suspension of reservation privileges for the semester or academic year.

BUILDING HOURS

All events must be scheduled to end at least 1 hour prior to the closing of the building to ensure that there is sufficient time for the host to clean up and to give all guests time to exit the building prior to the scheduled closing.

ABUSE OF POLICIES & PROCEDURES

Violation of the Reservation Process

- a. The School of Business prides itself on transparency and integrity as we handle a multitude of requests for meeting space inside the facility. Therefore, the policy of the School of Business is to process requests in the order in which they are received. Any group that deviates from the reservation procedures and policies outlined in this document threatens that standard.
- b. Any department, school/college, or student organization that is found advertising, promoting, or selling tickets to any event with the School of Business as the venue

that has not received proper approval or confirmation, will forfeit the facility as the proposed venue and will lose all reservation privileges for the current semester.

Violation of Meeting Space Utilization

- a. Any department, school/college, or student organization that is found to be in violation of any of the policies or procedures as it relates to the utilization of the meeting spaces at the School of Business will be subject to the following:
 - i. 1st offense – A written warning documentation
 - ii. 2nd offense – Suspension of reservation privileges for the remainder of the current semester and the cancellation of all events within that semester.
- b. Examples of violations include the following: serving external food without the proper waiver from Sodexo; removing furniture or equipment without permission; unauthorized use of a meeting space without an event confirmation; presenting false information about your room request.
- c. Any event taking place at the School of Business is subject to event monitoring by the staff to ensure compliance with all policies and procedures. Any event that violates the policies or procedures can be subject to an immediate event cancellation and/or the revocation of reservation privileges for facilities at the School of Business.

UNDESIRABLE CONDUCT

Any person (student, staff, faculty, or guest) who engages in misconduct at the School of Business will be requested to leave the facility. In the case that any person(s) engaged in misconduct refuses to leave the premises, the Howard University Department of Public Safety will be notified, and their presence requested.

Misconduct shall be defined as behavior which in any way vandalizes or damages the premises, harassing of students, staff, faculty, and guests, obstruction, or interference with the intended use of the facility.

All guests are asked to be courteous to fellow guests and staff while utilizing the facilities at the School of Business. Obscene language and behavior will not be accepted, and guests will be asked to leave the facility immediately.

All incidents of misconduct involving students will be referred to Judicial Affairs.

PENALTIES

Unless otherwise stated, failure to abide by any of the policies and procedures stated in this document may result in the suspension or revocation of reservation privileges.

Additionally, current and/or upcoming events may be suspended or cancelled. Unless otherwise stated, penalties incurred by one member of a Student Organization, Department, School, College or External Client may affect the entire Student Organization, Department, School, College or External Client. (ex: if one member of a student organization, department, school, college, or external client breaks these policies and procedures, all current and future reservations may be affected.)

Written permission from the School of Business Dean is required for the reinstatement of reservation privileges.

EMERGENCY PROCEDURES

All emergencies, including medical emergencies, must be reported to the Howard University Department of Public Safety at 202-806-1100.

During a fire alarm or other emergency, it is the responsibility of all attendees to exit quickly and in an orderly fashion to the nearest exit. All exits and evacuation routes are clearly marked, and emergency lighting is provided. Move away from the building and surrounding areas. Do not use elevators. Cooperate with the Howard University Department of Public Safety, first responders, and School of Business staff.

To report non-emergency issues/problems related to the School of Business, please call the office at 202-806-5979.

FACILITY HOLIDAY CLOSURES

The School of Business is closed for the following holidays:

- New Year's Day
- Dr. Martin Luther King, Jr. Day
- President's Day
- Spring Break
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving and the day after
- Christmas

- Winter Break

The School of Business will not schedule/confirm any events on the days that Howard University observes as a holiday.

Building Address

Howard University School of Business
Office of the Dean
2600 6th Street, NW
Washington D.C. 20059

Building Hours

Monday – Friday, 8 a.m. – 5 p.m.
Saturday-Sunday Closed

Email

HUSB-Facilities@howard.edu

Office Hours

Monday – Friday, 8:00 a.m. – 5 p.m.