

Guidelines & Policies for Use of the Frank and Bess Gladhill Board Room

All space in the Heath Science and Human Services Library is dedicated for use by the University of Maryland community for study and research. The Frank and Bess Gladhill board room may be available to the regents, deans, vice presidents and others as approved by the president. Policies for using the area are as follows:

Board Room Operating Hours:

- Monday through Friday, 8:00 a.m. – 8:00 p.m.
- Saturday 8:00 a.m. -5:00 p.m.
- Sunday 11:00 a.m. – Midnight

There are exceptions to the above hours on scheduled University holidays. Please visit the [Library Hours](#) for information.

Room Capacity:

- Reception: 90 standing
- Board Room: 22 seated
- Presentation/Luncheon/Dinner: 45 seated

Frequency of Use: Use of the library for non-library activities will be limited to the most important occasions when the mission of the campus is furthered by the event. The President has priority use of the space.

Disruption of Service: Events that disrupt the normal library services will not be permitted. As the room is located on the 5th floor of the library, there may be no disruption of normal library services. The administrative offices, located adjacent to the Board Room, may not be disturbed during set-up, while the event is in progress, or during clean up.

Scheduling and Approval: Requests for the use of the space should be directed via the [online request form](#) to the Office of University Events at least one month prior to your event. All requests are subject to approval by the President. Any user who violates these policies will be denied future use of the space.

Consumption of Food & Drink: All caterers must be approved by the Office of University events. Limited kitchen facilities require all actual cooking to be done off-premise. There is a small prep kitchen available for use. It is the caterer's or user's responsibility to remove all food, drink and trash from the room, immediately following the event.

Access to the Board Room and Kitchen Area: The board room and kitchen are locked. Arrangements for key pick-up must be made the day prior to your event.

Set-Up: After conferring with the contact person for the event, the Office of University Events will issue an events specifications sheet to be approved by the user. Board room furniture may only be moved by authorized Facilities Management personnel. Board room furniture may not be removed from the room under any circumstances.

Table covering must be used when food and beverages are served.

If the blue Lucite mats or coasters are used, it is the responsibility of the user to clean them after use and return them to the storage closet.

Nothing may be affixed to the walls. Baltimore city law requires that all candles be encased in a globe or votive holder.

Audio Visual Information: All users are responsible for their own projector and any other necessary AV equipment. The Board Room has two screens available for use. Internet and phone access points are located on the walls and floor of the board room. Users must provide the appropriate power, Ethernet and phone cords.

Deliveries: All deliveries must be made to the loading dock at the rear of the library on Pratt Street. To avoid disruption to the library, there is a dedicated path from the elevator to the staffing area and Board Room that must be followed. The user is responsible for meeting the vendor at the loading dock and unlocking the board room for catering set-up.

Small drop off orders can be made through the front entrance, but the user must meet the caterer and act as an escort up to the board room.

Clean Up: At the completion of the event, the user is responsible for turning off all lights, making sure all food and equipment are removed from the board room and kitchen area. The user is also responsible for trash removal if it is after normal library hours. The board room must be locked and the key returned to the Office of University Events as soon as possible.

Library and University Events staff are NOT responsible for the set-up, clean-up and will not be on site during most events.

Music: Due to the quiet, study environment of the library, any music planned for an event must be approved in advance by the Office of University Events.

Security: The cost of any additional security personnel deemed necessary shall be borne by the user.