

The Health Sciences and Human Services Library **Boughman/Alpern Family Conference Room, Balis Room and Sherman Center for Healthcare Innovation** support the mission of the University of Maryland Baltimore (UMB) by providing space to develop collaborations and partnerships. Rooms may be used for research-related presentations, instruction, and professional meetings hosted by UMB faculty, staff and [recognized student organizations](#). **Rooms are not to be used for group study, parties, receptions or social events.**

1. University of Maryland, Baltimore (UMB), University of Maryland Medical Center (UMMC), and Baltimore VA Medical Center faculty, staff and students may use the rooms. Rooms are not available for outside group use.
2. Available Monday - Friday 8:30 a.m.-5 p.m. by reservation only. Rooms are not available before 8:30 a.m. Please visit HSHSL Administration to gain access to the reserved Balis Room. Visit the Information Services Desk to gain access to the reserved Sherman Center and Boughman/Alpern Family Conference Room.
3. [Complete the online reservation form to reserve a room](#). HSHSL Administrative staff will send a personalized confirmation following review of the request. **Auto-responses confirming receipt of requests do not serve as reservation confirmations.**
4. Reservations must be made at least 48 hours (about 2 days) in advance.
5. Remove all trash, food and drink after room use. Trash and recycling bins are found throughout the building.
6. Conference rooms may not be used for recurring meetings.
7. Conference rooms are equipped with technology. See the [HSHSL website](#) for the most current information.
8. HSHSL Conference Room equipment and furniture may only be moved or manipulated by HSHSL staff.

CANCELLATION DUE TO EMERGENCY CLOSURE:

If the University or HSHSL building closes for a campus emergency, including inclement weather, all room reservations will be canceled. For campus closure announcements, refer to [UMB Alerts](#) or call the Campus Emergency Information Phone Line at (410) 706-8622.