

The **Boughman/Alpern Family Conference Room, the Balis Room, and The Sherman Center for Health Care Innovation** support the mission of the University by providing space to develop collaborations and partnerships. Rooms may be used for presentations and meetings, including those hosted by [recognized student organizations](#); Rooms are not meant for group study and are not multifunction rooms to be used for parties and social events.

1. University of Maryland, Baltimore (UMB), UMMC, and VA faculty, staff, and students may use the rooms. Rooms are not available for outside groups.
2. Available Monday - Friday 8:30 am-5:00 pm by reservation only. Rooms are not available before 8:30 am.
3. [Complete an online registration form to reserve a room](#). You will receive an email regarding your request with additional details.
4. Reservations must be made at least 48 hours in advance.
5. Please remove all trash, food and drink after a meeting. Public trash and recycling bins can be 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.

**CANCELLATION DUE TO INCLEMENT WEATHER:**

If the HSHSL is closed due to inclement weather, all meetings in the building are canceled. Call the campus alerts hotline to determine whether the campus is closed: 410-706-8622.

**Reservations:**

To reserve a room, visit the [online reservation form](#). For Technical Questions and IT Support, contact: [HSHSL Computing & Technology Services](#).