The **Boughman/Alpern Family Conference Room** and **Balis Room** 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 8:00 am-5:00 pm by reservation only. Rooms are not available before 8:00 am.

3. Complete an online registration form to reserve a room. You will receive an email regarding your request.

4. A non-Library group may make a reservation no more than 1 year in advance.

5. Reservations must be made at least 48 hours in advance.

6. If food/snacks/drinks are being served, remove all trash and food/drink after a meeting or class. FAILURE TO CLEAN UP WILL RESULT IN LOSS OF ROOM PRIVILEGES.

7. Rooms may not be used for events or classes that charge a fee to attend.

8. Rooms are equipped with technology. See the HS/HSL website for the most current information.

9. Groups using the rooms are responsible for any damage occurring to the technology or furnishings during use.

**CANCELLATION DUE TO INCLEMENT WEATHER:**

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

**CONTACT US**

To reserve a room, visit the online reservation form. For Technical Questions and IT Support, contact: HS/HSL Computing & Technology Services.