

Use of the T. Sue Gladhill Boardroom is reserved for special events with priority use given to the President's Office. All events must be requested and/or sponsored by one of the following:

- University Maryland Baltimore (UMB) President, Provost and/or external groups referred by the President's Office
- UMB Deans, Vice Presidents, and/or Department Chairs
- University System of Maryland (USM) Chancellor
- University System of Maryland (USM) Regents
- University of Maryland Medical System (UMMS) Leadership

Requests must be approved by the Health Sciences and Human Services (HSHSL) Administration. 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.**

**Guidelines for using the board room are as follows:**

**Boardroom Event Hours:**

- Monday through Friday - 8:30 a.m. – 5 p.m.
- Events scheduled outside of Library hours are not permitted.
- Boardroom activities may not begin before 8:30 a.m. Please consider reserving time for setup and clean up within your requested start time and end time.
- The Gladhill Boardroom is closed on all scheduled University holidays.

**Event Purpose:** The Gladhill Boardroom may be used for meetings, programs and special events sponsored by UMB, USM and UMMS Leadership only.

**Frequency of Use:** The Gladhill Boardroom is not available for recurring events such as weekly, bi-weekly or monthly meetings or activities.

**Room Capacity:**

- Reception: 100 standing
- Boardroom: 22 seated
- Presentation/Luncheon/Dinner: 56 seated

**Scheduling and Approval:** Requests for the use of the space should be submitted via the [online request form](#). Please allow 48 hours (about 2 days) for a response. All events require at least two weeks' lead time to prepare.

**Disruption of Service:** Events that disrupt normal library services will not be permitted. The HSHSL Administrative offices, located adjacent to the Boardroom, may not be disturbed during set-up, while the event is in progress, or during clean up.

**Food and Beverage:** Limited kitchen facilities require all cooking be done off-premises. A small prep kitchen available for use. The caterer and event host are responsible for removing all food, drink and trash from the Boardroom and prep kitchen immediately following the event.

Linens must be used when food and beverages are served and are not provided by the HSHSL.

**Set-Up:** Set-up details are required to complete the Boardroom request form and will be confirmed the month before your event. Boardroom furniture may only be moved by authorized Facilities Management personnel and event setup must be scheduled in advance. Boardroom furniture may not be removed from the room.

Items may be affixed to the walls with wall-safe removable adhesives only. Baltimore city law requires that all candles be encased in a globe or votive holder.

**Audio/Visual Information:** The Boardroom is equipped with a computer, two large displays for presentations, a wireless microphone, and a presentation remote. A conference phone can be provided if requested. Wireless connectivity is available for all UMB Guests. All users are responsible for any other necessary audio or video (A/V) equipment. Please bring any presentations on a USB drive or share via OneDrive with Anna-Marie Epps at [aepps@hshsl.umaryland.edu](mailto:aepps@hshsl.umaryland.edu)

**Virtual Conferencing:** The Gladhill Boardroom currently has limited support of virtual/hybrid events and cannot accommodate the use of Teams Meeting, Zoom, WebEx, or any other virtual meeting platforms.

**Deliveries:** All deliveries must be made to the loading dock at the rear of the library facing Pratt Street (600 W Pratt St.). The event host or designee is responsible for providing directions/instructions to the vendor, accompanying HSHSL staff to the meet vendor at the loading dock, and being available for catering set-up. Upon arrival, caterers and other delivery personnel may call (410)706-8857 or 410-706-7545 for assistance.

**Video/Filming and Photography:** Video, filming and photography during an event is limited to the Gladhill boardroom. Video, filming, and photography outside of the Gladhill boardroom require additional approval. Please contact [hshslevents@hshsl.umaryland.edu](mailto:hshslevents@hshsl.umaryland.edu) with questions about filming and photography.

**Clean Up:** At the event's completion, the user is responsible for turning off all lights and making sure all food and equipment are removed from the Boardroom and kitchen area. Trash may be disposed of in the loading dock trash bins or caterers may take it with them for disposal.

**Music:** Due to the quiet study environment of the library, any music planned for an event must be approved in advance by HSHSL Administration. Please keep doors to the T. Sue Gladhill Board Room closed to prevent disruption to students, faculty, and staff.

**Security:** The cost of any additional security personnel deemed necessary shall be borne by the user. Event Security may be secured through [UMB Police and Public Safety](#). Large events may require a list of attendees for smoother building access.

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