

# Johns Hopkins Applied Physics Laboratory (APL) Meeting and Event Spaces Guidance

**Effective Date: June 30, 2025**

## 1 Purpose

This guidance establishes guidelines for the reservation and fee structure of meeting and event spaces at APL. It ensures equitable access while maintaining financial sustainability and alignment with APL's mission.

## 2 Event Type and Organizational Use Definitions

### 2.1 Co-sponsored Event

A co-sponsored event between APL and one or more event-sponsoring entities is a collaborative initiative in which the parties plan, fund, and execute an activity or program with shared goals and mutual benefits. These partnerships typically involve complementary contributions of resources, expertise, or logistical support. The level of financial commitment from each sponsor can vary. Co-sponsored events align with the missions and objectives of APL and the event sponsors, and branding and external communications clearly reflect the identities of the sponsoring organizations, ensuring recognition of their roles in sponsorship and collaboration. Ultimately, this partnership highlights the shared commitment of the sponsors and APL to the goals of the event.

### 2.2 Private Organization Event

A private organization event is one that involves private organizations (**for-profit businesses, corporations, and industry groups**) that wish to use APL's meeting and event spaces for meetings, networking events, or other business-related gatherings. These organizations are required to pay the full reservation fee and may book a space **up to six months in advance**.

### 2.3 Local Government Agency Event

A local government agency event is one that involves local government agencies (e.g., **municipal, county, or state government offices**) that wish to use APL's facilities for official functions, public meetings, or training sessions. These entities are subject to the full reservation fee and are allowed to book rooms **up to six months in advance**. Local government events may only take place during **off-peak days (Mondays or Fridays)** when scheduled during business hours (8 a.m. to 6 p.m.).

## 2.4 Nonprofit Organization Event

A nonprofit organization event is one that involves nonprofit organizations (i.e., **501(c)(3) or equivalent charitable organizations**) that seek to reserve APL spaces for community-based programs, educational workshops, or similar activities. These organizations must pay the full reservation fee (based on room rate) and are permitted to book a room **up to three months in advance**.

## 2.5 Personal (APL Staff Private Use) Event

Personal events are those **hosted by APL staff members** for activities that:

- Are not attended by APL staff in an official capacity
- Are not related to APL morale or professional development
- Are focused on personal occasions, such as:
  - Graduation parties
  - Birthday celebrations
  - Anniversary gatherings
  - Other social functions

Personal event reservations are subject to the full reservation fee (based on room rate), with booking available up to three months in advance (note: personal events are not permitted in the Kossiakoff Center). These events are limited to designated spaces and are permitted only after business hours (6 p.m.) or on weekends. Details on room rates and specified locations can be found in the fee structure in Section 4.

# 3 Reservation and Fee Structure

## 3.1 General Reservation Guidelines

- Reservations for meeting and event spaces are available for co-sponsored events, private organizations, local government agencies, nonprofits, and individuals for personal events.
- Reservations can be made based on the eligibility criteria outlined below.

### 3.2 Reservation Priorities and Timeline

**Table 1. Reservation Priorities and Timeline**

User Category	Fee Requirement	Reservation Timeline
<b>Co-sponsored</b>	No fee if no registration fee is charged	1 year in advance
<b>Private organizations</b>	Full-price reservation fee applies	6 months in advance
<b>Local government agencies</b>	Full-price reservation fee applies	6 months in advance
<b>Nonprofit organizations</b>	Full-price reservation fee applies	3 months in advance
<b>Personal</b>	Full-price reservation fee applies	3 months in advance

*Prioritization disclaimer (APL): When considering reservation requests, APL will prioritize events that are mission focused.*

### 3.3 Business Hours and Usage Guidelines

APL business hours are **8 a.m. to 6 p.m.**

- During business hours (Monday to Friday):
  - Co-sponsored events are allowed.
  - Local government agencies may only rent APL spaces for **off-peak days (Mondays or Fridays)**.
- After business hours (after 6 p.m.):
  - External business and personal events are permitted with applicable fees.
  - Business events may use any meeting and event spaces except **Building 200**.
  - Personal events are restricted to the **APL Pavilion and Parsons Auditorium**.
- Weekends:
  - Local government agencies will be charged regular rates.
    - Non-APL events: usage of event spaces is permitted (excluding Building 200)
    - Personal events: limited to the APL Pavilion and Parsons Auditorium

## 4 Fee Structure

**Table 2. Space Rental Daily Fees**

	Capacity	Internal	External	Nonrefundable Deposit
<b>Kossiakoff Center</b>				
Auditorium	500	\$ –	\$950	\$570
Dining Area	400	\$ –	\$500	\$300
Classrooms (Each)	30	\$ –	\$75	\$45
Kitchen Fee			\$130	\$78
<b>Semmel Center (Building 201)</b>				
Auditorium and Breakout Rooms	310	\$ –	\$850	\$510
Auditorium	175–250	\$ –	\$450	\$270
Breakout Room	15	\$ –	\$100	\$60
<b>Parsons Auditorium</b>				
Auditorium	145	\$ –	\$450	\$270
<b>Building 200</b>				
Auditorium	100	\$ –	\$350	\$210
<b>APL Pavilion</b>				
Pavilion	120	\$ –	\$375	\$225

**Table 3. Additional Setup/Cleanup Rates**

Area	Rate/Day
Auditoriums	\$65
Dining areas	\$105
Other areas (lobbies, classrooms, etc.)	\$60

## 5 Payment Agreements

The hosting organization is financially responsible for all labor and equipment supplied by APL, encompassing services such as security and audiovisual support. Applicable rates for these services, as well as space rental fees—which vary based on location and capacity—are outlined in **Table 2**, and a nonrefundable deposit is required to secure the booking. The deposit is due upon contract signing and is nonrefundable regardless of event cancellation. Costs for food and beverage services are determined on a per-event basis. Any external caterer used must receive prior written approval from APL's Conference Facility Manager ([Conference-Room-Reservations@jhuapl.edu](mailto:Conference-Room-Reservations@jhuapl.edu)) at least thirty days before the event.

## 6 Compliance and Administration

The hosting organization agrees to adhere to all facility usage guidelines established by APL. These guidelines encompass regulations regarding decorations (prohibiting items like open flames and glitter), electrical power consumption, and the maintenance of unobstructed emergency exits. Prior written approval from the APL Conference Facility Manager ([Conference-Room-Reservations@jhuapl.edu](mailto:Conference-Room-Reservations@jhuapl.edu)) is required for specific requests, including the use of external caterers, requests for significant electrical power, and the consideration of fireworks displays, and may be contingent upon securing additional insurance. The hosting organization assumes full responsibility for any damage to the facility incurred by themselves, their guests, or affiliates.