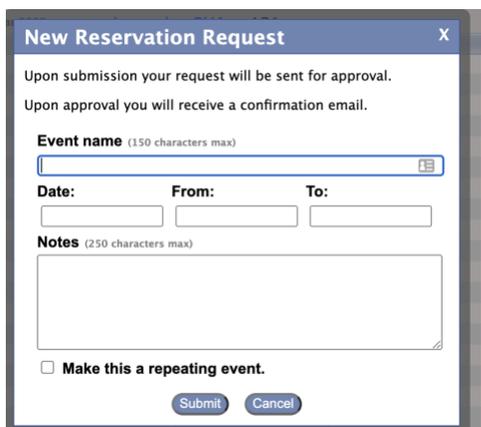
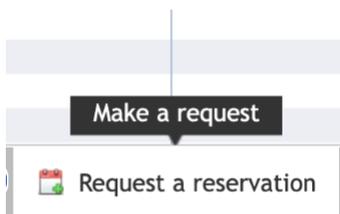
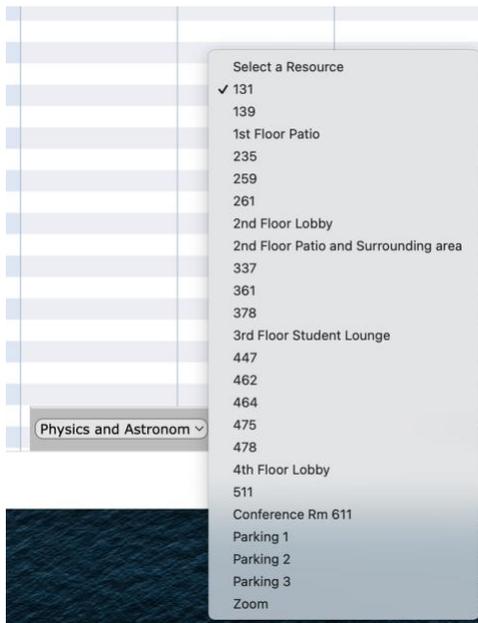


Bloomberg Reservation Resources

The Krieger and Engineering School Calendar (KrESCal) tool enables department members to reserve resources in and around the Bloomberg Center including conference rooms, common areas, guest parking, and equipment

In order to make a room reservation or schedule the use of equipment, you must first complete a reservation request by signing into the Physics and Astronomy's room reservation calendar at <http://krescal.jhu.edu/PHA> . A valid JHED ID is required to gain access. The calendar will be monitored, by departmental administrative staff and you will receive an approval/rejection of your reservation within 24 hours.

A screenshot of a web form titled "New Reservation Request". The form contains the following fields and options:

- Event name (150 characters max): A text input field.
- Date: From: To: Three date input fields.
- Notes (250 characters max): A large text area.
- Make this a repeating event.
- Submit and Cancel buttons.

Only one reservation is accepted at a time. If there is a conflict with a reservation, please reach out to the person with the already booked reservation. If you have any questions or concerns, please contact the person designated (listed below).

Following is a list of the Department of Physics and Astronomy's resources available.

Note: In addition to the parking space reservation, your guest must obtain a parking permit, to be placed in the front window of the car.

Conference Rooms/Common Spaces/Parking

<i>Wanda</i>	<i>Kelley</i>	<i>Pam</i>
139 235 259 337 378 511 611 Parking Spaces 1, 2 & 3	361 464/zoom cart 478	1 st floor patio 2 nd floor lobby 2 nd floor patio & surrounding areas 3 rd floor lounge 4 th floor lobby 462 475 475 mobile zoom cart 84" big screen TV cart

If you would like information on the room layout and its capacity, please go to <https://krieger.jhu.edu/pa-intranet/facilities/classroom-information/>

During the Fall and Spring when classes are in session, we are asking research groups seeking to schedule multiple week room reservations to please restrict the reservation to no more than 4 hours per week in the same conference room and no more that 10 hours total for the week. Requests for more than this requires justification and will need additional approval above the normal scheduling process. We are also witnessing rooms empty at reserved times. Please, ensure that you use the space once reserved or please, cancel the reservation.

Multiple day workshops and conferences are regularly planned during class breaks, intercession, and summer. These reservations are normally accommodated.

Zoom Carts

Zoom cart #1 is currently stationary in 464.

Zoom cart #2 is mobile and can be moved to where it is needed. Its location is 475. Please specify in the KrESCal reservation where you will be moving it to and plan on returning it to 475 when you are done. A separate reservation request is required and indicated as **475 Zoom Cart** on KrESCal.

Zoom cart technical support is provided by KIT-CATS (410-516-6699) however we also understand that most problems occur urgently at the beginning of a class. **If immediate assistance is needed** during working hours, you can contact Jesse

Warford at 410-516-6836 (MWF) Room 476 or Louie Armstrong at 410-516-1273 (TWTh) in room 261.

The 84" inch TV shares the office with Louie in room 261. It can be retrieved from here and should be returned here after each use. Again, this must be reserved on KrESCal as **84" TV**.

Please take great care while moving both the zoom cart and the TV. While their bases are fairly stable it is recommended that two people assist in their transport. It is not recommended to pull either cart by their display.

Please be courteous and remember:

- We have a large department and limited number of rooms and equipment. We are asking that you keep your reservation to only the amount of time required for your meeting.
- If you have a small gathering, please reserve the room that accommodates those needs leaving the larger rooms free for a more "supersized" crowd.
- Furniture in any area that has been rearranged to accommodate your event must be returned to the original configuration.
- Outdoor patios have been prepared in designated areas for small group gatherings. Please do not move furniture in these areas.
- Food is not allowed in classrooms. If you have food in other conference rooms or areas, it must be cleaned up and trash removed when your event is over.