

## JUDICIAL COLLEGE

### 4.8.5 POLICY AND PROCEDURES ROOM RESERVATION – MARYLAND JUDICIAL CENTER

#### (a) Policy:

The Judicial College of Maryland is responsible for managing the Judiciary's preponderance of continuing education system in support of our Judicial officers and Judiciary employees. This includes managing the Maryland Judicial Center (MJC) training and conference space. To execute our responsibilities effectively, the Judicial College of Maryland has implemented, and maintains, a strict reservation system. This system involves the following set of procedures.

#### (b) Procedures:

##### (1) Requesting and Completing a Room Reservation

- (A) To reserve a room, go to the Judicial College website and click on Educational Facilities.
- (B) Complete the entire form.
- (C) The completed form must be submitted to [mjc.room.requests@mdcourts.gov](mailto:mjc.room.requests@mdcourts.gov).
- (D) If catering is needed, follow the catering link on the same page.
- (E) Maryland Judiciary employees and departments can submit the MJC scheduling form 12 months prior to the event.
- (F) Internal groups of 70 or more attendees must submit the form no less than three (3) months prior to the event.
- (G) Outside groups can make a room request by submitting the form no less than 120 days prior to the event.
- (H) A confirmation notice will be sent by Outlook to the requestor.
- (I) Generally, any confirmed request in which the number of attendees grows beyond the confirmed number cannot be guaranteed accommodation.
- (J) If the size of the group grows beyond that which has been previously approved, you must contact the Assistant Manager of Education Facilities at least 72 hours prior to the event or there will be no guarantee of accommodation. Due to safety regulations (space and parking), we cannot guarantee accommodation above 10 percent of the original confirmed request.
- (K) The Judiciary requestor is the responsible party for the event. S/he or the identified designee must be present at the time of the event (Monday through Sunday).
- (L) When a requestor wants to hold more than one date for an event, Educational Facilities will accommodate this request. However, two dates for any one event will only be held for a maximum of 10 days, after which the preferred date will be held and the second date will be released.
- (M) Once a space is secured, requests for room changes generally cannot be accommodated.