

## **Anne and Mike Armstrong Medical Education Building**

### **Building Usage**

The Armstrong Medical Education Building (the AMEB), was designed to provide a home for the curricular, advising, and extracurricular activities for the Johns Hopkins medical students. Priority for building usages will always be given to lectures, small group exercises, exams, etc., related to the undergraduate medical school curriculum, particularly the first two years. Student groups and associations are given second priority. The building is the primary space for students to study, whether individually or in groups.

On occasion, if space is available, non-curricular events that directly support the education of SOM medical students (i.e., a conference on excellence in education that provides hands on development of educators; a development event tied directly to fundraising for the School of Medicine) may be allowed. Rarely is the building used for other events held by Johns Hopkins Medicine and/or Johns Hopkins University. The School of Medicine does not allow external or community groups to use AMEB for staff or organizational meetings.

All non-curricular or non-student events must be approved by the building manager who is appointed by the Office of the Vice Dean for Education, and, if the event will occupy a majority of the building, by the Medical Student Senate.

The second floor of Armstrong was designed as protected space for medical student life. Social gathering and meeting requests which could potentially disrupt or interfere with medical student life are discouraged. Primary bookings for this space are for medical student related events, such as Orientation, Stethoscope Ceremony, Colleges Olympics, Mock Interview Night, Applying for Residency, Match Day, and White Coat Parents Meet and Greet.

### **Scheduling Rules**

#### ***Medical School Curriculum***

Curricular events are scheduled through the appropriate coordinator and do not require the web-based form. For all medical school courses, please contact the Office of Medical Student Curriculum to schedule curricular events.

**The AMEB has limited space. If there is a conflict, priority is given to Year 1 and Year 2 curriculum over Year 3 and Year 4, regardless of when events were scheduled.**

#### ***Students***

The AMEB's primary goal is to provide space to the medical students' Informal student gatherings and study space are not scheduled through the room reservation system. Please refer to "Room Use Rules" below.

#### ***Student Organization Conferences***

Student organization conferences should first be vetted through the Medical Student Senate (hopkinsmss@gmail.com) and, if appropriate, the Office of Student Affairs. All such events must involve the faculty advisor for that student group. Once the event has been vetted, reservations are requested through the Armstrong Rooms Reservation website (<http://armstrong.som.jhmi.edu>); the Armstrong Building Room Scheduler will request approval from the Office of the Vice Dean for Education and confirm that the conference is acceptable to the Medical Student Senate.

### ***Other Events***

All other requests must be submitted through the room reservation website <http://armstrong.som.jhmi.edu>. Questions may be directed to the Armstrong Building Room Scheduler via email at [armstrongrooms@jhmi.edu](mailto:armstrongrooms@jhmi.edu).

Please note:

- **Priority will always be given to the scheduled M.D. curriculum.**
- There are fees for rooms, equipment, and A/V services.
- Because the AMEB does not have housekeeping or A/V staff outside normal business hours, there will be additional charges to cover A/V and housekeeping costs for events outside the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. These are in addition to the normal fees.
- Events cannot be scheduled in Wenz Café during its business hours (8:00 AM – 4:00 PM).
- The building is accessible to all JHMI card holders from Monday – Friday between the hours of 7am to 6pm or to those who have card swipe access. Corporate Security must be notified in advance and provided with a list of attendees for any evening or weekend event that involves faculty, students, staff, or guests who do not have card swipe access. Note: card access is only granted to M.D. students, faculty, and staff involved in the M.D. curriculum or within the Office of the Vice Dean for Education.

### **Room Use Rules**

- Food and non-water drinks are not allowed in the Teaching Labs (rooms 341-345), and the Learning Studio (room 260). Closed coffee cups are permitted in the Lecture Halls.
- Food is allowed in other classrooms. Leftover food should be removed.
- The Academic Computer Center is for use of medical students ONLY.
- All furniture must be returned to its original configuration.
- Chairs taken from other rooms must be returned.
- Remove all personal belongings/rubbish when leaving.
- White Boards
  - DO NOT USE SHARPIES - Please only use the dry erase marker pens provided. Please notify [armstrongrooms@jhmi.edu](mailto:armstrongrooms@jhmi.edu), if markers are dry or absent.
  - Erase all White Boards when finished. Any writing not erased may be erased by housekeeping.
- Room-Display Devices
  - Use only the electronic stylus to write on the display devices. Do not use dry erase markers or sharpies.

- Common Sense Etiquette:
  - Individuals studying in small group rooms must yield use to a group activity if no other small group rooms are available.
  - The quiet reading room (room 410) is for quiet study only.

**Rental costs for room use:**

Groups outside of the M.D. curriculum and M.D. student groups may be charged for the use of the rooms. An IO will need to be provided at the time of booking.

|              |                 |            |              |            |                         |                  |
|--------------|-----------------|------------|--------------|------------|-------------------------|------------------|
| Lecture Hall | Learning Studio | Case Study | Teaching Lab | Conf Rooms | Anatomy                 | Lobby, 2nd Floor |
| \$100/hr     | \$100/hr        | \$60/hr    | \$60/hr      | \$50/hr    | Individually Determined | \$50/hr          |