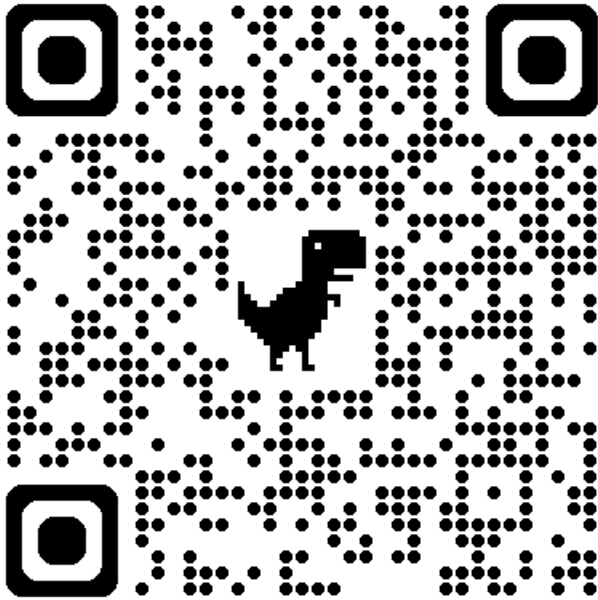


VMH WING 1

HUDDLE & HOTELING ROOMS



RESERVING Huddle & Hoteling Rooms

The VMH Huddle & Hoteling rooms are available for **Smith School students only** through on-demand reservations. These rooms can be reserved for a minimum of 30 minutes and a maximum of four (4) hours at a time, up to 24 hours in advance. VMH Huddle & Hoteling Rooms are available on demand and on a first-come, first-served basis:

- Monday through Friday 8:00 AM to 10:00 PM
- Saturday & Sunday: 8:00 AM to 8:00 PM
- UMD Holidays & Breaks: CLOSED

Reservations for Smith School Students

- Use the QR code or visit <https://huddlerooms.rhsmith.umd.edu/> to make on-demand reservations daily.
- NO reservations will be processed through calls or emails, and ONLY on-demand in-person reservations will be scheduled.
- **Non-Smith School students** taking classes in the business school who wish to use these rooms, will need to come to 2417 VMH - Smith Service & Support Center to reserve a room as you will not have access to the reservation system.

Key Check-Out/In for Huddle & Hoteling Rooms

- Check-Out: Smith School Students will need to submit their UMD ID to check out the key, and the ID will be held until the key is returned.
- Check-In: Smith School Students will need to return the key to receive their UMD ID.
- If the UMD ID is needed during the reservation, the key can be returned to retrieve your ID (room will remain locked), and once you return your ID, the key will be given back to you for the duration of your confirmed reservation.

RULES for USING Huddle & Hoteling Rooms

- ALL trash, recycling, and compost items must be placed in the designated receptacles in the hallway/corridor areas or restrooms.
- NO storage of items is allowed in these.
- Room Doors should remain locked at all times, and the key must be used to lock/unlock the door.
- **PLEASE DO NOT.....**
 - REMOVE from or MOVE into any furniture, fixtures, or equipment in these rooms.
 - Rearrange furniture or equipment in rooms.
 - Exceed capacity indicated for each room.
 - Post or Tape anything to the walls.
- **REMOVE** all personal items from the room at the conclusion of your reservation.