

**HOWARD UNIVERSITY  
SCHOOL OF DIVINITY**

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**FACILITY BROCHURE**

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**BENJAMIN E. MAYS HALL  
THE EAST CAMPUS OF HOWARD UNIVERSITY**



**1400 SHEPHERD STREET NE  
WASHINGTON, DC 20017-3023  
EMAIL: [HUSDFacilities@howard.edu](mailto:HUSDFacilities@howard.edu)  
PHONE: 202 – 806 – 0500 (OPTION 4)  
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WEB: <http://divinity.howard.edu>**

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# HOWARD UNIVERSITY

School of Divinity

## WELCOME TO THE SCHOOL OF DIVINITY!



Dear Alumni, Neighbors and Friends,  
It gives me great pleasure to welcome you to the School of Divinity and the East Campus of Howard University. Ours is a majestic facility located in the Northeast quadrant of the nation's capital in a warm and inviting setting. Situated on twenty-two acres of pastoral land and nestled in the friendly confines of the Brookland community, you will find our setting well suited to meet the needs of your event, organization or group. If you are looking for a space to gather that is celebratory, sacred, scholarly and for other purposes we are ready and able to accommodate you. I invite you to consider our home for your meeting needs whether they are frequent, occasional or one-time. We look forward to welcoming you!

In Hospitality,  
Alton B. Pollard, III, Ph.D.  
Dean



1400 Shepherd Street, NE  
Washington, DC 20017

Telephone 202 806 0500  
Facsimile 202 806 0711  
[www.howard.edu](http://www.howard.edu)

## INTRODUCTION

Designed by Architect Chester Oakley, Mays Hall was constructed in 1929. Originally, as a Franciscan seminary, the building was called Holy Name College. The classic art deco style of design features a cadre of Franciscan themed features. The building is adorned along the North and West facades with a series of pier buttresses, reminiscent of the flying buttresses that accompany Europe's gothic cathedrals. Resting atop each pier buttress is the likeness of an influential scholar or theologian. Also notable high above the campus grounds, at the pinnacle of the bell tower, is a statue of "Christ the King", with the figure depicted in a teaching posture. Approaching the main doors, the eye may also be drawn to an archway entrance that is reminiscent of the triumphant gateways of early roman architecture. As Dr. Michael W. Bledsoe has aptly expounded in the *Journal of Religious Thought*<sup>1</sup>, this threshold conveys the liminal message that all who enter leave behind the mundane and matriculate into the sacred.

In 1985, Following the foresight of Dean Lawrence Neale Jones, Howard University acquired the East Campus in order to facilitate the School of Divinity (HUSD). To accommodate the HUSD community, significant renovations were made, including conversion of the central courtyard into a 2-story library with a rooftop promenade. In 1987, the main building was dedicated in honor of the late dean who had become President of Morehouse College, Dr. Benjamin E. Mays. Today, Mays Hall continues to stand as a place for personal growth, social exchange and theological expansion, embodying virtues of the two venerable tributaries, St. Francis and Dr. Mays.

The East Campus features namesake venues commemorating 8 extraordinary educational and religious leaders: Pedro Arrupe, Nannie Helen Burroughs, Joseph H. Jackson, Lawrence Neale Jones, Benjamin E. Mays, D. Butler Pratt, John B. Reeve, and Howard Thurman. Indeed, the legacy of HUSD is one not only of transformational leadership, but also transformational community. Here, we seek to make the most of our facility because, ultimately, we seek to maximize our diverse spiritual expressions and scholarly enterprises. Our indoor facilities include: 1 Honor Hall, 4 classrooms, 1 chapel, 4 conference rooms, 1 library, 3 study rooms, 1 art gallery, 5 lounges and 1 dining room.

Our community is nurtured not only by the inward journey of human and divine ecology, but also by an outward commitment to truth and service in our natural environment. The exterior facilities of the East Campus feature large beautiful lawns, a unique central promenade, and open parking lots. In Keeping with the versatility of Howard University, East Campus also features a 1-story dormitory atop Mays Hall for graduate students of the university managed by the Office of Residence Life, and a unit of Institutional Research located in the adjacent Arrupe House.

It is our hope that this introduction will not be your final encounter with HUSD. We invite you to visit our facilities, and make this community your own.

### *LEADING WITH HEAD AND WITH HEART*

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<sup>1</sup> Bledsoe, Michael W. (2005) Across the Threshold of the Holy: Reflections on Education. *The Journal of Religious Thought*, 57, 129-138.

## GENERAL INFORMATION

- **ADMINISTRATIVE BUSINESS HOURS**  
MONDAY – FRIDAY, 8:30AM – 5:00PM
  - **AVAILABLE HOURS FOR FACILITY USE**  
7 DAYS A WEEK, 9:00AM – 9:00PM  
(DEPENDING ON ACADEMIC ACTIVITIES)
- **SUBMISSION DEADLINES FOR RESERVATION REQUESTS**
    - ANY REQUEST FOR A SHORT-TERM RENTAL, WITH DURATION OF 30 DAYS OR LESS, MUST BE SUBMITTED TO HUSD A MINIMUM OF 30 DAYS, OR 1 MONTH, IN ADVANCE OF THE REQUESTED DATE(S).
    - ANY REQUEST FOR A LONG-TERM LEASE, WITH DURATION GREATER THAN 30 DAYS, MUST BE SUBMITTED TO HUSD A MINIMUM OF 90 DAYS, OR 3 MONTHS, IN ADVANCE OF THE REQUESTED DATE(S).
    - ANY REQUEST FOR AN EVENT INVOLVING THE ACTIVITY OF MOTOR VEHICLES MUST BE SUBMITTED A MINIMUM OF 90 DAYS, OR 3 MONTHS, IN ADVANCE OF THE REQUESTED DATE(S).
  - **PAYMENT**
    - UNLESS OTHERWISE STATED, ACCEPTABLE FORMS OF PAYMENT INCLUDE CERTIFIED CHECK AND/OR MONEY ORDER MADE PAYABLE TO: **HOWARD UNIVERSITY SCHOOL OF DIVINITY**.
    - PAYMENT MAY BE SUBMITTED IN A SEALED ENVELOPE ADDRESSED TO: **FACILITIES COORDINATOR, HOWARD UNIVERSITY SCHOOL OF DIVINITY, 1400 SHEPHERD STREET NE, WASHINGTON, DC 20017-3023**.
  - **SECURITY**  
MAYS HALL HAS SECURITY PERSONNEL PRESENT 24 HOURS A DAY AND 7 DAYS A WEEK. PHOTO ID IS REQUIRED UPON ENTRY; HU ID FOR CURRENT STUDENTS/ FACULTY/ STAFF AND GOVERNMENT-ISSUED ID WITH SIGN-IN FOR ALL OTHER PERSONS. ADDED SECURITY MAY BE ARRANGED AT A SEPARATE EXPENSE TO THE REQUESTOR.
  - **SPECIAL EVENT SUPPORT**
    - HUSD REQUIRES, AND PROVIDES, CUSTODIAL SERVICES FOR ANY EVENT THAT INVOLVES (1) AN ESTIMATED ATTENDANCE OF 30 OR MORE PEOPLE AND/OR (2) THE PROVISION OF BEVERAGES AND FOOD. UNLESS OTHERWISE STATED, THESE SERVICES ARE COMPLIMENTARY.
    - HUSD STAFF DOES NOT PROVIDE PLANNING FOR EVENTS THAT ARE NOT OFFICIALLY SPONSORED BY HUSD. FOR SUCH EVENTS, WITH EARLY NOTICE AND AT THE REQUESTOR'S EXPENSE, HUSD STAFF IS AVAILABLE TO ASSIST WITH THE COORDINATION OF LOGISTICAL SUPPORT (I.E., CUSTODIAL SERVICES, SECURITY, LOADING DOCK ACCESS, A-V/ IT TECHNOLOGY, ETC.) FOR EVENTS AT HUSD.
    - HUSD IS AVAILABLE TO FUNCTION AS A LIASON TO SODEXO CATERING, ON BEHALF OF THE REQUESTOR. CATERING REQUESTS MUST BE SUBMITTED TO SODEXO BY HUSD A MINIMUM OF 60 DAYS IN ADVANCE OF THE EVENT START DATE. THE REQUESTOR IS RESPONSIBLE FOR ANY CATERING COSTS.
  - **DEAN'S DISCRETION**  
THE DEAN OF THE SCHOOL OF DIVINITY RESERVES THE RIGHT TO APPROVE, DENY OR CANCEL ANY REQUEST OR SCHEDULED EVENT BASED UPON THE DEAN'S SOLE DISCRETION.

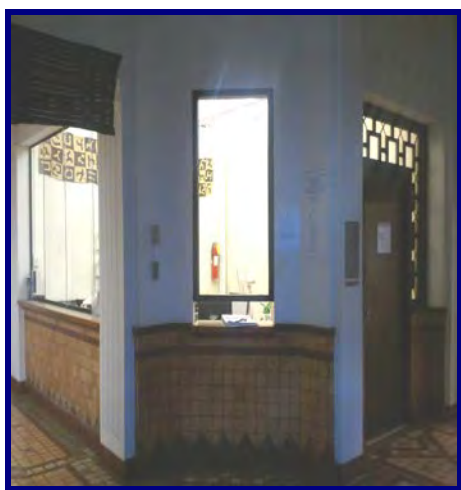
## MAIN ENTRANCE

### SECURITY OFFICE-122



**CONTACT THE SECURITY OFFICE TO REPORT ANY UNUSUAL ACTIVITY AT EAST CAMPUS AT 202-526-1574.**

### INFORMATION CENTER-124



**DURING BUSINESS HOURS, AN HUSD STAFF MEMBER IS AVAILABLE TO GUIDE ANY COMMENTS, CONCERNS OR QUESTIONS TO THE RIGHT PERSON(S).**

### HONOR HALL-119

*APPROX 1307 SQ. FT. W/ SPACE FOR (8) 8'-TABLES*



**HONOR HALL FEATURES A UNIQUE DISPLAY OF CLASS PHOTOS FROM AS EARLY AS 1940, PROVIDING AN EVER PRESENT REMINDER TO THE HUSD COMMUNITY NOT ONLY OF A LEGACY THAT IS RICH WITH TRANSFORMATIONAL LEADERSHIP, BUT ALSO OF A FUTURE THAT BEGS CONTINUED EXCELLENCE.**





## CLASSROOMS

### CLASSROOM 198

*APPROX 627 SQ. FT. W/ SEATING FOR 35*



**FEATURES:** (15) ROLLING TABLES, (35) ROLLING CHAIRS, (1) 32" FLAT-SCREEN MONITOR, (2) 117 SQ. FT. OF WALL-MOUNTED BLACKBOARDS, (1) ROLLING 7' WHITEBOARD, (1) TABLE-TOP LECTERN, (1) 9-HOOK COAT RACK, HIGH 13' CEILING, (4) TRADITIONAL CEILING FANS, (2) 8' WIDE DOUBLE BAY WINDOWS, (1) DUAL-CLIMATE VENTILATOR

### CLASSROOM 197

*APPROX 1,169 SQ. FT. W/ SEATING FOR 50*



**FEATURES:** (27) ROLLING TABLES, (50) ROLLING CHAIRS, (1) 32" FLAT-SCREEN MONITOR, (1) 117 SQ. FT. WALL-MOUNTED BLACKBOARD, (1) ROLLING 7' WHITEBOARD, (1) 120 SQ. FT. PLATFORM STAGE, (1) PODIUM, (1) TABLE-TOP LECTERN, (1) 9-HOOK COAT RACK, HIGH 13' CEILING, (6) TRADITIONAL CEILING FANS, (2) DUAL-CLIMATE VENTILATORS

### CLASSROOM 196

*APPROX 552 SQ. FT. W/ SEATING FOR 20*



**FEATURES:** (10) ROLLING TABLES, (20) ROLLING CHAIRS, (1) 44 SQ. FT. WALL-MOUNTED BLACKBOARD, (1) ROLLING 7' WHITEBOARD, (1) 27" TV W/ DVD-VHS PLAYER, (4) TRADITIONAL CEILING FANS

### CLASSROOM LL96

*APPROX 1,227 SQ. FT. W/ SEATING FOR 70*



**FEATURES:** (31) ROLLING TABLES, (70) ROLLING CHAIRS, (1) 32 SQ. FT. WALL-MOUNTED BLACKBOARD, (1) ROLLING 7' WHITEBOARD, (1) 32" FLAT-SCREEN MONITOR, (1) 5'x7' RETRACTABLE PROJECTOR SCREEN, (1) 6' WALL-MOUNTED SMART BOARD, (1) PODIUM, (1) 9-HOOK COAT RACK

## CONFERENCE ROOMS

### JOHN B. REEVE ROOM 199

IN HONOR OF THE 1<sup>ST</sup> DEAN OF HUSD  
APPROX 1,083 SQ. FT. W/ SEATING FOR 25



**FEATURES:** (1) 5'x18' GENUINE WOOD CONFERENCE TABLE, (25) ROLLING CLOTH CONFERENCE CHAIRS, (1) 37" FLAT-SCREEN MONITOR, (1) ROLLING 7' BLACKBOARD, (1) ROLLING 7' WHITEBOARD, (1) STATIONARY 8' WOOD CREDENZA, (1) ROLLING 4' WOOD CART, (1) ROLLING WOOD PODIUM, (1) 12-HOOK AND (1) 6-HOOK COAT RACK, MOTION-ACTIVATED LIGHTING, MOTION-ACTIVATED DUAL-CLIMATE VENTILATOR, UNIQUE DISPLAY OF HISTORIC HUSD PHOTOGRAPHS



### D. BUTLER PRATT ROOM 296

IN HONOR OF THE 7<sup>TH</sup> DEAN OF HUSD  
APPROX 1,167 SQ. FT. W/ SEATING FOR 65



**FEATURES:** (15) ROLLING TABLES, (50) ROLLING CHAIRS, (4) ROLLING COUCHES, (4) ROLLING END CHAIRS, (1) 32" FLAT-SCREEN MONITOR, (1) ROLLING 7' WHITE BOARD, (1) WALL-MOUNTED TRI-FOLD BLACKBOARD, (1) TABLE-TOP LECTERN, (1) UPRIGHT PIANO, (2) 6' SERVING TABLES, (1) DECORATIVE 4' COMMUNION TABLE, (1) WINDOW A/C UNIT, (7) REMOTE CONTROL RADIATORS, (6) 4' WINDOW BAYS W/ SCENIC VIEW OF REAR GROUNDS, UNIQUELY SCULPTED 15' WALLS AND CEILING

### JOSEPH H. JACKSON TOWER 299

IN HONOR OF THE NOTED RELIGIOUS LEADER  
APPROX 1,140 SQ. FT. W/ SEATING FOR 20



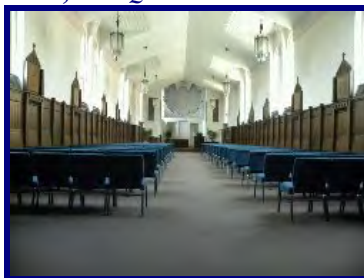
**FEATURES:** (1) 20'x5' LAMINATE CONFERENCE TABLE, (20) ROLLING LEATHER CONFERENCE CHAIRS, (2) 7' ROLLING WHITEBOARD, (1) 8' STATIONARY WOOD CREDENZA, (1) ROLLING WOOD PODIUM, (3) LEATHER END CHAIRS, (1) 3' ROUND COFFEE TABLE, (1) ANTIQUE CHANDELIER, A UNIQUE DISPLAY OF HISTORIC PHOTOGRAPHS, AWARDS, DOCUMENTS AND OTHER KEEPSAKES, AND 20x5' TINTED WINDOW VIEW OF THURMAN CHAPEL



## SPECIAL EVENT VENUES

### HOWARD THURMAN CHAPEL

*APPROX 2,223 SQ. FT. W/ SEATING FOR 192*



**FEATURES:** UP TO (32) ROWS OF 6 BLUE FABRIC WORSHIP CHAIRS IN THE NAVE, (1) STATIONARY GENUINE WOOD PULPIT LECTERN, (1) MOVABLE GENUINE WOOD PODIUM, (5) GENUINE WOOD PULPIT CHAIRS, (1) MOVABLE GENUINE WOOD 6' COMMUNION TABLE, (1) LEWIS & HITCHCOCK PIPE ORGAN COMPRISED OF 13 REGISTERS AND RANKS, (1) WEBER GRAND PIANO, (6) HANGING ANTIQUE CHANDELIERS, (8) LARGE DOUBLE-BAY WINDOWS, GENUINE WOOD PANELING ACCENTED BY (12) STATIONS OF THE CROSS CUSTOM-ENGRAVED WITH WEST-AFRICAN ADINKRA SYMBOLS, (1) 5' GREETING TABLE IN THE ENTRY NARTHEX

### DINING ROOM LL78

*APPROX 1,496 SQ. FT. W/ SEATING FOR 100  
(NO KITCHEN)*



**FEATURES:** (6) 12' TABLES AND (6) 3' SQUARE CAFÉ TABLES, (100) CHAIRS, (2) 8' SERVING TABLES, (1) UPRIGHT PIANO, (1) PODIUM, (7) 6' WIDE WINDOW BAYS, HIGH 12' CEILING, (1) 27" TV W/ VHS PLAYER, (4) REMOTE-CONTROLLED RADIATORS, RECYCLING BINS

### PROMENADE

*APPROX 10,500 SQ. FT. (APPROX. 1/4 ACRES)*



**FEATURES:** (4) LARGE SQUARE PLANTERS, (16) BENCHES PROVIDING SEATING FOR 48, (8) LARGE ROUND FLOWER POTS, (29) WALL-MOUNTED FLOOD LIGHTS PROVIDING PLENTY OF LIGHTING DURING EVENING HOURS, CAPACITY TO SEAT UP TO 500 PEOPLE

## LIBRARY SERVICES AND ART GALLERY

### LAWRENCE NEALE JONES LIBRARY

*APPROX 22,140 SQ. FT*



THERE ARE MORE THAN 119,000 VOLUMES IN THE DIVINITY LIBRARY COLLECTION. THE SUBJECT EMPHASES INCLUDE BIBLICAL STUDIES, REFORMED THEOLOGY, CHURCH HISTORY, ETHICS, WORLD RELIGIONS, PASTORAL COUNSELING, AND URBAN MINISTRIES. THE LIBRARY SUBSCRIBES TO MORE THAN 200 PERIODICALS.

RETROSPECTIVE HOLDINGS ARE AVAILABLE IN BOUND FORMAT OR ON MICROFILM.

THE COLLECTION ALSO INCLUDES THE AFRICAN HERITAGE COLLECTION, AUDIO TAPES FROM THE HOWARD THURMAN EDUCATIONAL TRUST; LOCALLY PRODUCED AUDIO AND VIDEO TAPES OF HOWARD UNIVERSITY DIVINITY SCHOOL EVENTS; AND COMMERCIALY PRODUCED FILMS, FILMSTRIPS, AND VIDEOS. THE AFRICAN HERITAGE COLLECTION WAS ESTABLISHED IN THE 1960'S TO DOCUMENT THE CIVIL RIGHTS ERA AND THE RELIGIOUS HERITAGE AND LIFE/HISTORY OF AFRICAN AMERICANS AND AFRICAN DIASPORA (AFRICAN AMERICAN, AFRICAN CARIBBEAN, LATIN AMERICAN/HISPANIC, ETC).

### GALLERY OF RELIGIOUS ART

*APPROX 3,018 SQ. FT.*

*(OPEN TO THE PUBLIC DURING SPECIAL HUSD EVENTS)*



AS PART OF A RELIGIOUS ART GALLERY, THE SCHOOL OF DIVINITY HAS ON EXHIBIT THE ANDRÉ TWEED COLLECTION OF ETHIOPIAN SACRED ARTIFACTS AND THE CONSTANTINE YOUSIS COLLECTION OF GREEK ICONS. BOTH COLLECTIONS PROVIDE OPPORTUNITY TO STUDY RELIGIOUS SYMBOLS AND POPULAR PIETY IN DIVERSE CULTURES. IN 2010 DURING THE ANNUAL ALUMNI CONVOCATION, THE SCHOOL UNVEILED TWO ETHIOPIAN PAINTINGS BY CONTEMPORARY ARTIST MESERETU WONDIE, DONATED ANONYMOUSLY IN HONOR OF THE LATE LOUIS GILDEN, A CIVIL RIGHTS LAWYER WHO DEDICATED HIMSELF TO SERVING THE LEGAL NEEDS OF THE OPPRESSED.

## LOUNGES

### STUDENT LOUNGE 278

APPROX 1,155 SQ. FT. W/ SEATING FOR 50



**FEATURES:** (3) ROUND 5' TABLES, (3) ROUND 3' CAFÉ TABLES, (50) BLUE FABRIC WORSHIP CHAIRS, (3) BROWN LEATHER COUCHES, (1) WATER COOLER, (1) PEPSI MACHINE, (1) 60" BIG-SCREEN TV W/ DIRECTV, (1) 8' TRAPEZOIDAL SERVING TABLE, RECYCLING BINS

### THURMAN LISTENING LOUNGE 243

APPROX 192 SQ. FT. W/ SEATING FOR 6

WHERE CLERGY MEDITATE BEFORE CHAPEL

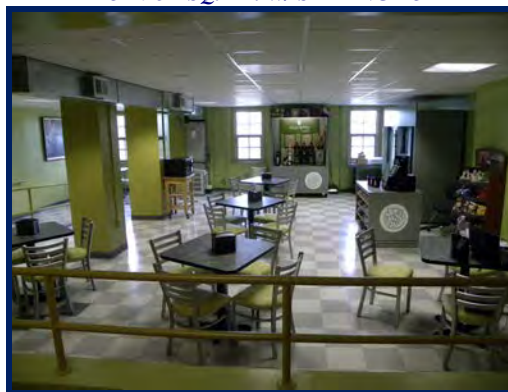


**FEATURES:** (1) 7' RED FABRIC COUCH, (1) 4' COFFEE TABLE, (2) WOOD AND BLACK CUSION END CHAIRS, (1) WOOD AND LEATHER END CHAIR, (1) 6' GENUINE WOOD CREDENZA BOOKCASE, (1) 4' GENUINE WOOD BOOKSHELF W/ MIRRORS, MOTION-ACTIVATED LIGHTING, (1) MANUAL WINDOW A/C UNIT

### SIMPLY TO GO CAFÉ BY SODEXO

(CAFÉ LOUNGE-LL88)

APPROX 951 SQ. FT. W/ SEATING FOR 24



**FEATURES:** (6) SQUARE CAFÉ TABLES W/ SEATING FOR 24, (1) COFFEE/ TEA STATION, (1) REFRIGERATED FOOD STATION, (1) REFRIGERATED BEVERAGE STATION, (2) PASTRY/ SNACK STATIONS, (1) MICROWAVE, AND ON-SITE ATTENDANT.

**FALL AND SPRING SEMESTER HOURS ONLY**

12:00PM – 7:00PM, MON-THU

9:00AM-5:00PM, FRI





## ON-SITE AMENITIES

### MEDITATION GARDEN

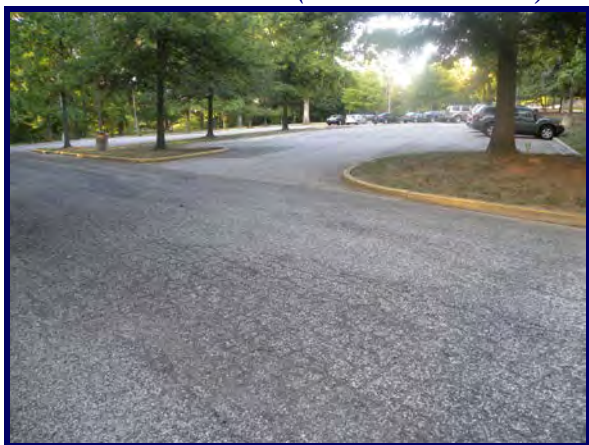
*SEATING FOR 6*



**FEATURES:** (3) OUTDOOR BENCHES DONATED BY THE HUSD CLASS OF 2009, COMMEMORATIVE FRESCO OF ST. FRANCIS, LOCATED ADJACENT TO CEREMONIAL SW DOORWAY, DECORATIVE LANDSCAPING CRAFTED BY HUSD ALUMNI, FACULTY, STAFF AND STUDENT VOLUNTEERS FOR EARTH DAY 2011

### PARKING

*A TOTAL OF 100 SPACES (55 RENTABLE SPACES)*



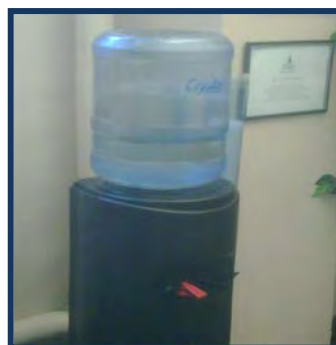
**FEATURES:** (5) DISTINCT PARKING SECTIONS WITH SPACE FOR UP TO 100 VEHICLES, (1) RENTABLE LOWER LOT WITH SPACES FOR 55 VEHICLES, (1) CENTRALLY LOCATED EMERGENCY BLUE LIGHT PHONE W/ DIRECT LINE TO H.U. DEPT. OF PUBLIC SAFETY (HUDPS), ADDITIONAL PARKING AVAILABLE ALONG TAYLOR STREET,

### BICYCLE RACK



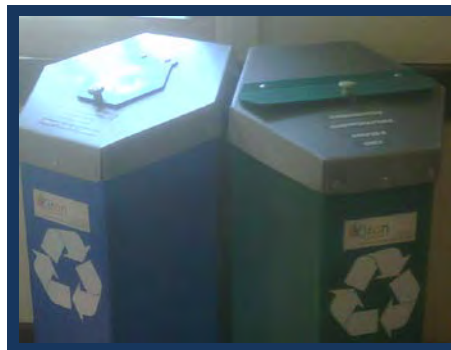
**FEATURES:**  
EXTERIOR STORAGE FOR 20 BICYCLES

### WATER COOLER SERVICE



**FEATURES:**  
COMPLIMENTARY WATER COOLERS  
STRATEGICALLY LOCATED THROUGHOUT  
THE FACILITY

### RECYCLING & SHRED COLLECTION



**FEATURES:**  
COMPLIMENTARY COLLECTION BINS  
STRATEGICALLY LOCATED THROUGHOUT  
THE FACILITY

## FREQUENTLY ASKED QUESTIONS

### 1. **Where exactly is the School of Divinity located?**

The School of Divinity (HUSD) is located inside of Benjamin E. Mays Hall, on the East Campus of Howard University, at 1400 Shepherd Street NE, Washington, DC 20017-3023. Our cross streets are South Dakota Avenue NE, Taylor Street NE and 14<sup>th</sup> Street NE. *(Note: East Campus is located in Northeast Washington, DC, approx. 15 minutes away from Main Campus.)*

### 2. **How should I inquire about the availability of space at HUSD for an event or meeting?**

The best way to inquire about the availability of space at HUSD for an event or meeting, simply email the Facilities Coordinator at [HUSDFacilities@howard.edu](mailto:HUSDFacilities@howard.edu). You may also contact the Facilities Coordinator by phone at 202.806.0500.

### 3. **How early and how late may I submit a reservation request?**

We accept requests as early as 18 months in advance. For short-term rentals, reservations which last for 30 days or less, we accept requests as late as 30 days (1 month) in advance. For long-term rentals, reservations that last for more than 30 days, we accept requests as late as 90 days (3 months) in advance. For requested events which involve the activity of motor vehicles, the submission deadline for requests is also 90 days (3 months) in advance.

### 4. **How can I arrange a tour of the HUSD facility?**

Generally, 30-minute tours of the facility are available, by appointment only, on Fridays between the hours of 10:00am-12:00pm and 2:00-4:00pm. To set up an appointment, please contact the Facilities Coordinator by email at [HUSDFacilities@howard.edu](mailto:HUSDFacilities@howard.edu).

### 5. **Is open parking available at HUSD?**

Yes, open parking is available at HUSD, and is complimentary with facility reservations. We do also rent our parking lot. *(Note: Parking is limited and available on a first-come basis. Limited street parking is also available on nearby Taylor Street.)*

### 6. **What is security like at HUSD?**

There is an on-site security presence at Mays Hall 24/7. *(Note: Howard University is not responsible for any property that is damaged, lost or stolen on the premises.)*

### 7. **What are the acceptable payment methods?**

Unless otherwise indicated, the acceptable payment methods are certified check and/ or money order, made payable to: **Howard University School of Divinity**.

### 8. **What support services does HUSD provide?**

HUSD schedules access to the reserved physical facility venue, including the loading dock and environmental services by custodian(s) if required. Multimedia equipment is limited, so we generally advise requestors to prepare to provide their own multimedia equipment. If interested in catering by Sodexo, the university's catering partner, please contact Sodexo directly by phone at 202.865.0217 (website: <http://howarddining.com/catering>). Requestors may choose a different caterer, but should be sure to choose one that is certified and insured.



## HUSD FACILITY RESERVATION FAQ (CONT'D)

**9. Does HUSD have a loading dock?**

Yes, we do have a loading dock available. Upon arrival, please visit the security office in the main lobby.

**10. Can HUSD accommodate funeral services?**

HUSD can accommodate memorial services in Thurman Chapel; however, due to limited elevator capacity, we are unable to accommodate funeral services.

**11. Does HUSD offer housing?**

HUSD does not offer housing; however, there are several hotels that are not too far from our address.

**12. Does HUSD offer any discounts and/or packages?**

Yes, we do offer discounts and/ or packages. Please inquire about this with the Facilities Coordinator.

## HUSD FACILITY RESERVATION CHECKLIST

1. \_\_\_ **Research:** Download and review the HUSD Facility Brochure Booklet from HUSD website (<http://divinity.howard.edu>) at your leisure.
2. \_\_\_ **Request:** Download and submit an HUSD Facility Reservation Request Form (90) ninety days in advance of the requested date(s), via email, fax or postal mail:

Facilities Coordinator  
Howard University School of Divinity (HUSD)  
1400 Shepherd Street NE  
Washington, DC 20017-3023  
Email: [HUSDFacilities@howard.edu](mailto:HUSDFacilities@howard.edu)  
Fax: 202.806.0711  
Phone: 202.806.0500

3. \_\_\_ **Commit:** Sign and return a Rental Contract, with a non-refundable deposit of \$100 (*cash only*) to HUSD Facilities Coordinator by \_\_\_\_\_, a minimum of four (4) business weeks prior to the event. **Please submit all documents in a sealed envelope addressed to the Facilities Coordinator as stated above.** *Feel free to inquire about monthly payment plans!*
4. \_\_\_ **Coordinate:** If applicable, coordinate separate services by any additional university department(s) and/ or non-university vendor(s).
5. \_\_\_ **Finalize:** Submit final payment (*no personal checks, only certified checks or money orders*) to HUSD Facilities Coordinator a minimum of ten (10) business days prior to the event.
6. \_\_\_ **Confirm:** If applicable, confirm separate services by any additional university department(s) and/ or non-university vendor(s).
7. \_\_\_ **Enjoy your event!** Monitor the event schedule of **Set-Up, Start, End, and Exit** according to the agreed upon times in your contract. Before your exit, make sure to return any furniture that may have been rearranged for the event to the initial formation and condition. (*Charges for any property damage during your event may be assessed by the university after your departure.*)
8. \_\_\_ **Follow-up:** Take a moment to share your feedback with us by submitting an HUSD Facility Satisfaction Survey within ten (10) business days after the event.

## DIRECTIONS TO HUSD

### FROM POINTS NORTH OF THE CAPITAL BELTWAY (I-495):

- TAKE I-95 SOUTH TO I-495 SOUTH INTO MARYLAND TOWARD WASHINGTON, DC AND RICHMOND, VA
- TAKE EXIT-19B ONTO US-50 WEST TOWARD WASHINGTON, DC
- JUST AFTER MD-295 SOUTH MERGES FROM THE RIGHT ONTO US-50, GET INTO THE RIGHT LANE
- TAKE THE NEXT EXIT ON THE RIGHT FOR SOUTH DAKOTA AVE  
*(IF YOU REACH BLADENSBURG RD NE, TURN RIGHT AND THEN LEFT ONTO SOUTH DAKOTA AVE NE)*
- KEEP LEFT ON THE OFF-RAMP TOWARDS SOUTH DAKOTA AVE NE, NOT RIGHT TOWARDS FT. LINCOLN DRIVE
- AT THE END OF THE OFF-RAMP, KEEP RIGHT AT THE FORK ONTO SOUTH DAKOTA AVE NE
- CONTINUE NORTH ON SOUTH DAKOTA AVE NE FOR APPROX. 2.3 MILES
- JUST AFTER 18<sup>TH</sup> STREET NE, TURN LEFT ONTO TAYLOR STREET NE  
*(IF YOU REACH MICHIGAN AVE NE, YOU'VE GONE TOO FAR AND MUST TURN AROUND)*
- HALFWAY DOWN THE BLOCK, TURN LEFT BY THE BLUE HOWARD UNIV. SIGN INTO THE HUSD PARKING LOT  
*(IF YOU REACH 14<sup>TH</sup> STREET NE, MAKE 2 IMMEDIATE LEFT TURNS FOR THE 14<sup>TH</sup> STREET DRIVEWAY OF HUSD)*

### FROM POINTS EAST OF THE CAPITAL BELTWAY (I-495):

- TAKE US-50 WEST TOWARD WASHINGTON, DC
- JUST AFTER MD-295 SOUTH MERGES FROM THE RIGHT ONTO US-50, GET INTO THE RIGHT LANE
- TAKE THE NEXT EXIT ON THE RIGHT FOR SOUTH DAKOTA AVE  
*(IF YOU REACH BLADENSBURG RD NE, TURN RIGHT AND THEN LEFT ONTO SOUTH DAKOTA AVE NE)*
- KEEP LEFT ON THE OFF-RAMP TOWARDS SOUTH DAKOTA AVE NE, NOT RIGHT TOWARDS FT. LINCOLN DRIVE
- AT THE END OF THE OFF-RAMP, KEEP RIGHT AT THE FORK ONTO SOUTH DAKOTA AVE NE
- CONTINUE NORTH ON SOUTH DAKOTA AVE NE FOR APPROX. 2.3 MILES
- JUST AFTER 18<sup>TH</sup> STREET NE, TURN LEFT ONTO TAYLOR STREET NE  
*(IF YOU REACH MICHIGAN AVE NE, YOU'VE GONE TOO FAR AND MUST TURN AROUND)*
- HALFWAY DOWN THE BLOCK, TURN LEFT BY THE BLUE HOWARD UNIV. SIGN INTO THE HUSD PARKING LOT  
*(IF YOU REACH 14<sup>TH</sup> STREET NE, MAKE 2 IMMEDIATE LEFT TURNS FOR THE 14<sup>TH</sup> STREET DRIVEWAY OF HUSD)*

### FROM POINTS SOUTH OF THE CAPITAL BELTWAY (I-495):

- TAKE I-95 NORTH TO I-495 NORTH INTO MARYLAND TOWARD WASHINGTON, DC AND RICHMOND, VA
- TAKE EXIT-19B ONTO US-50 WEST TOWARD WASHINGTON, DC
- JUST AFTER MD-295 SOUTH MERGES FROM THE RIGHT ONTO US-50, GET INTO THE RIGHT LANE
- TAKE THE NEXT EXIT ON THE RIGHT FOR SOUTH DAKOTA AVE  
*(IF YOU REACH BLADENSBURG RD NE, TURN RIGHT AND THEN LEFT ONTO SOUTH DAKOTA AVE NE)*
- KEEP LEFT ON THE OFF-RAMP TOWARDS SOUTH DAKOTA AVE NE, NOT RIGHT TOWARDS FT. LINCOLN DRIVE
- AT THE END OF THE OFF-RAMP, KEEP RIGHT AT THE FORK ONTO SOUTH DAKOTA AVE NE
- CONTINUE NORTH ON SOUTH DAKOTA AVE NE FOR APPROX. 2.3 MILES
- JUST AFTER 18<sup>TH</sup> STREET NE, TURN LEFT ONTO TAYLOR STREET NE  
*(IF YOU REACH MICHIGAN AVE NE, YOU'VE GONE TOO FAR AND MUST TURN AROUND)*
- HALFWAY DOWN THE BLOCK, TURN LEFT BY THE BLUE HOWARD UNIV. SIGN INTO THE HUSD PARKING LOT  
*(IF YOU REACH 14<sup>TH</sup> STREET NE, MAKE 2 IMMEDIATE LEFT TURNS FOR THE 14<sup>TH</sup> STREET DRIVEWAY OF HUSD)*

### FROM NW WASHINGTON, DC:

- PROCEED EAST ON RHODE ISLAND AVE INTO NE WASHINGTON, DC
- TURN LEFT ONTO 14<sup>TH</sup> STREET NE
- TURN RIGHT AT THE BLUE HOWARD UNIV. SIGN ONTO THE 14<sup>TH</sup> STREET DRIVEWAY OF HUSD

### PUBLIC TRANSPORTATION

THE CLOSEST METRO STATIONS TO HUSD ARE BROOKLAND/CUA AND FORT TOTTEN, BOTH ON THE RED LINE, AND WEST HYATTSVILLE ON THE GREEN LINE. NEARBY METROBUS ROUTES INCLUDE: THE E2 FROM FT. TOTTEN (S. DAKOTA AVE & TAYLOR ST), THE H6 FROM BROOKLAND (14<sup>TH</sup> & QUINCY STREET), AND THE R4 FROM EITHER BROOKLAND OR WEST HYATTSVILLE (MICHIGAN AVE & 14<sup>TH</sup> STREET). FOR MORE INFORMATION, CONTACT METRO DURING SWITCHBOARD HOURS AT 202-637-7000, OR VISIT [WWW.WMATA.COM](http://www.wmata.com).



# HOWARD UNIVERSITY

School of Divinity

## 2012 HUSD FACILITY RESERVATION FEES

<i>VENUE</i>	<i>CAPACITY (APPROX.)</i>	<i>DAILY FEE</i>
<b>THURMAN CHAPEL-298</b>	200	\$556
<b>DINING ROOM-LL78</b>	100	\$374
<b>PRATT ROOM-296</b>	65	\$292
<b>JACKSON TOWER-220</b>	20	\$285
<b>REEVE ROOM-199</b>	25	\$271
<b>CLASSROOM-198</b>	35	\$157
<b>CLASSROOM-197</b>	50	\$293
<b>CLASSROOM-196</b>	20	\$138
<b>CLASSROOM-LL96</b>	70	\$307
<b>HONOR HALL-119</b>	(8) 8'-TABLES	\$10/ TABLE
<b>STUDENT LOUNGE-278</b>	35	\$289
<b>CENTRAL PROMENADE</b>	500	\$2,625
<b>LOWER PARKING LOT</b>	55 VEHICLES	\$4/ VEHICLE

### PACKAGES AVAILABLE

WEDDING PACKAGE (4 ROOMS)	\$1,181
1-DAY CONFERENCE (6 ROOMS)	\$1,825
2-DAY CONFERENCE (6 ROOMS)	\$3,651

### DISCOUNTS AVAILABLE

GOVERNMENT AGENCY/ OFFICE  
NON-PROFIT ORGANIZATION  
HU ALUMNI/ EMPLOYEE/ RETIREE  
HU DEPARTMENT/ STUDENT ORGANIZATION

Last Updated 2/20/2012



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# HOWARD UNIVERSITY

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## HUSD FACILITY RESERVATION REQUEST FORM

PLEASE TYPE, OR CLEARLY PRINT, AS MUCH INFORMATION AS POSSIBLE IN THE YELLOW BOXES BELOW.

### SECTION I – REQUESTOR INFORMATION

TITLE	FIRST NAME	MIDDLE	LAST NAME	SUFFIX
HU FACULTY	HU STAFF	HU CURRENT STUDENT	HU RETIREE	HU ALUMNI
HU CLASS OF:	HU COLLEGE/ SCHOOL			DEGREE
ORG. / DEPT.			POSITION TITLE	
HU ORG.	NON-PROFIT ORG.	GOVERNMENT ORG.	CONSORTIUM ORG.	FAITH-BASED ORG.
ORGANIZATIONAL PURPOSE/ MISSION				
MAILING ADDRESS				
CITY	STATE	ZIP		
COUNTRY	EMAIL			
WEBSITE				
PRIMARY PHONE	ALTERNATE PHONE			
SIGNATURE OF REQUESTOR				DATE

### SECTION II – EVENT INFORMATION

EVENT TITLE				
EVENT PURPOSE			RECURRENCE	
START DATE	END DATE	# OF DAYS	ATTENDANCE	OPEN TO PUBLIC
SET UP TIME	START TIME	END TIME	EXIT TIME	# OF HOURS
NAME OF CATERER			BEVERAGES	FOOD

### SECTION III – VENUES [CHECK-OFF]

THURMAN CHAPEL-298	\$556	CLASSROOM-198	\$157	HONOR HALL-119	\$10/TABLE
DINING ROOM-LL78	\$374	CLASSROOM-197	\$293	STUDENT LOUNGE-278	\$289
JACKSON TOWER-220	\$285	CLASSROOM-196	\$138	CENTRAL PROMENADE	\$2,625
PRATT ROOM-296	\$292	CLASSROOM-LL96	\$307	PARKING LOT (55 MAX.)	\$4/ SPACE
REEVE ROOM-199	\$271	OTHER:	\$	OTHER:	\$

### SECTION IV – LOGISTICAL SUPPORT [CHECK-OFF]

CUSTODIAL SERVICES (COORDINATED BY HUSD)	CATERING SERVICES BY SODEXO (CALL 202.865.0217)
LIMITED TECH. SUPPORT (COORDINATED BY HUSD)	EXTRA SECURITY BY H.U.D.P.S. (CALL 202.806.1100)
LOADING DOCK ACCESS (COORDINATED BY HUSD)	HU BOOKSTORE SALES (CALL 202.238.2640)
CHAPEL MICROPHONES (UP TO 3 AVAILABLE ON-SITE)	8-FT TABLES (UP TO 8 AVAILABLE ON-SITE) QTY:

### SECTION V – RESERVATION SPONSORSHIP FOR DISCOUNT

NAME OF HUSD SPONSOR	EMAIL
HUSD AFFILIATION	PHONE
HUSD CLASS OF:	DEGREE
SPONSOR'S SIGNATURE	DATE

### SECTION V – COMPLETED BY HUSD FACILITIES COORDINATOR

ESTIMATED SUB-TOTAL OF RESERVATION FEES	\$	DATE	INITIALS
ESTIMATED DISCOUNT	\$ %	DATE	INITIALS
ESTIMATED TOTAL	\$	DATE	INITIALS
APPROVED:	DENIED:	HUSD EVENT#:	INITIALS: DATE:



Last Updated 9/6/2012

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Washington, DC 20017

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# HOWARD UNIVERSITY

School of Divinity

## HUSD FACILITY RESERVATION SURVEY

**TODAY'S DATE** (MM/DD/YYYY):

### INSTRUCTIONS:

- THE FOLLOWING 12 QUESTIONS ARE BASED ON A SCALE OF 1-5, AS 5 REPRESENTS THE MOST AND 1 REPRESENTS THE LEAST.
- PLEASE TYPE, OR CLEARLY PRINT, YOUR RESPONSES IN THE YELLOW BOXES BELLOW.

QUALITY OF PHYSICAL FACILITY	
1) HOW SATISFIED WERE YOU WITH THE CLEANLINESS OF HUSD?	<input type="text"/>
2) HOW SATISFIED WERE YOU WITH THE INDOOR TEMPERATURE?	<input type="text"/>
3) HOW SATISFIED WERE YOU WITH THE FURNISHINGS?	<input type="text"/>
4) HOW SATISFIED WERE YOU WITH THE LIGHTING?	<input type="text"/>
5) HOW SATISFIED WERE YOU WITH THE OVERALL QUALITY OF VENUE(S) AT HUSD?	<input type="text"/>
QUALITY OF SERVICE	
6) HOW SATISFIED WERE YOU WITH THE QUALITY OF SERVICE PROVIDED BY THE HUSD FACILITIES COORDINATOR?	<input type="text"/>
7) HOW SATISFIED WERE YOU WITH THE RESERVATION PROCESS AT HUSD?	<input type="text"/>
8) HOW SATISFIED WERE YOU WITH THE QUALITY OF SERVICE PROVIDED BY SECURITY PERSONNEL AT HUSD?	<input type="text"/>
9) HOW SATISFIED WERE YOU WITH THE QUALITY OF SERVICE PROVIDED BY THE CUSTODIAN(S) AT HUSD?	<input type="text"/>
10) HOW SATISFIED WERE YOU WITH THE QUALITY OF SERVICE PROVIDED BY SODEXO?	<input type="text"/>
FUTURE EVENTS	
11) HOW LIKELY IS IT THAT YOU WOULD RETURN TO HUSD FOR ANOTHER FACILITY RESERVATION?	<input type="text"/>
12) HOW LIKELY IS THAT YOU WOULD RECOMMEND THE HUSD FACILITY TO SOMEONE ELSE?	<input type="text"/>

**THANK YOU VERY MUCH FOR TAKING THE TIME TO COMPLETE THIS IMPORTANT SURVEY!**

**WE VALUE YOUR FEEDBACK. PLEASE FEEL FREE TO SHARE ANY OTHER COMMENTS, CONCERNS, QUESTIONS OR SUGGESTIONS IN THE REMAINING SPACE AND/ OR ON THE BACK OF THIS SHEET.**

Last Updated 9/13/2012



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