

A photograph of the HMS Quad building, a grand neoclassical structure with a portico of columns and a wide set of steps leading to the entrance. The building is set on a green lawn with trees and modern buildings in the background. The text 'HMS Quad Request Information Deck' is overlaid in white, with a white wavy underline beneath it.

HMS Quad Request Information Deck



The Team

- [Ellen Adams](#), Senior Room Scheduling Coordinator
 - Availability & Reservations
- [Devonne Countryman-Monteiro](#), Campus Operations Manager
 - Permitting & Licensure
- [Molly Hudson](#), Associate Director of Auxiliary Services
 - Policy Development & General Oversight

Outdoor Spaces Overview

- Quad
- No other outdoor spaces are managed by HMS Auxiliary Services as no others have assembly and fire permitting
- Spaces with possible availability not supported by HMS Auxiliary Services
 - NRB front patio & lawn - CCHM
 - NRB Interior Waterfall Courtyard - CCHM
 - 4BC Triangle Lawn - Intercontinental
 - “Zen” Rock Garden – not reservable



Where to find information/ Event Support Contacts

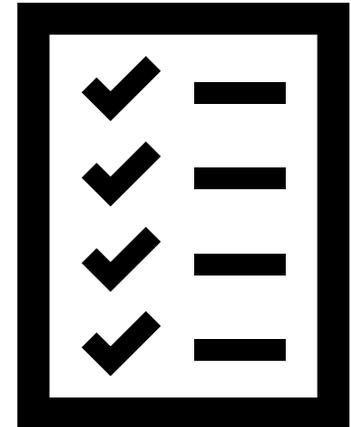
- [HMS Room Scheduling Website](#)
- [HMS Room Scheduling WebApp](#)
 - Calendar
 - Site Home
- [Martin Conference Center](#)

- HMS Custodial – call 2-1901
- HMS Grounds/Facilities – call 2-1901
- HMS Media Services – call 2-2000
- HMS Security – call 2-1379
- [HUPD](#) – 2-1212
- [RA Catering](#) – 2-7070
- [Martin Center Team](#) – 2-8990

Step 1: Know the Rules

Anyone requesting use of the quad should review and ensure understanding of the following. Requestors and or on-site contacts are responsible for their events adherence.

- [HMS/HSDM Campus Space Use Rules](#)
- [HMS Room Scheduling Policies](#), including:
 - Quad Reservation Policy
 - HMS Alcohol Policy, if applicable



Step 2: Review Helpful Quad Specific Information



Quad Events Support Departments

HMS
Custodial

HMS Media
Services

HMS Dining by
RA Catering

HMS Security

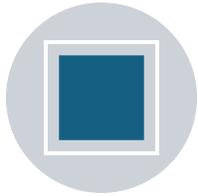
HMS Grounds

HMS Parking
Office

Environmental
Health &
Safety

HMS
Facilities

Outdoor Event Fees- Quad



There is no fee to reserve the quad for basic gathering use, however requests that require permitting support are assessed a fee as noted below:



\$240- Standard security charges (\$60/hr. 4-hr minimum) will apply for any event off hours for access to restrooms in the C-Link or G/A Link entrances and/or any event requiring additional security support regardless of timing.



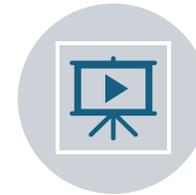
\$53.70/hr.- Standard custodial charges will apply for all events related to trash service and associated requests/requirements. Additional charges will be assessed for last minute changes or requested add-ons.



\$250- Administrative fee for Weekday events concluding by 4PM



\$272- HUPD detail charges (\$68/hr. 4-hr minimum) for any reservation with beer/wine service, an HUPD detail is required.



\$130- HMS Media Services, Outdoor sound system (includes setup and breakdown)



\$350- Admin fee for events concluding after 4PM or that occur on weekends

Security, HUPD, Custodial and Media Services rates are Subject to change at the discretion of those departments.



Event Preparation Timelines

- If you're planning to host an event that **does not require permitting or licensure** at the City level, HMS Room Scheduling requires at least **2 weeks** in advance to reserve the Quad.
- If your event **requires permitting or licensure** at the City level, please have all documentation ready for Devonne, **no later than 6 weeks** from your event date. Once Devonne submits all documentation to the City, it takes about 6 weeks for permits and licensures to be processed/approved.
- When completing the outdoor event request form, please include as much detail as possible. The information gathered from the form, helps determine the scope of your event so timelines can be set. Please note that if your event requires permitting or licensure, **event details cannot be changed or added once documents are submitted to the City.**
- Furniture may not always be available, as we have limited inventory. Please **include furniture needs when completing the outdoor event request form** so they can be requested from Custodial in advance.

Event Logistics



If you plan to have a food truck or drop-off delivery, only 2 vehicles can be on the Quad at a time. Vehicles must meet weight/size requirements and remain on the pavement.



If you are planning to use an external caterer for your event, please provide their contact information and gather load-in/load-out timing and you will be responsible for obtaining City required permits from your vendor.



If your event requires rental furniture/equipment, you will need to coordinate rental orders and delivery/pickup with PEAK Event Services and communicate load-in/load-out timing to HMS Room Scheduling.



If you will have non-HUID holders at your event, you will need to provide a last name alphabetized list for HMS Security.

Tips/Asks to Help Us Support Successful Events

HMS Custodial



We'd like to stress the importance of the timeliness of supplying setup needs. Note: **changes made within 24 hours** and on the day of **will incur additional charges** as they pull custodial staff from other work.

HMS Parking Office



Parking reservations that are reserved but not used are uncharged, **better to reserve and not need than to scramble in the moment.**

HMS Security



We'd like to stress the importance of **entering an accurate on-site contact in EMS** if it differs from the reserver, the need to provide **alphabetized lists by last name for non-HUID building access** and accurate guest counts reported in EMS so we can ensure correct staffing for campus and event safety.

HMS Dining by RA



RA has a 12-C caterer's license for outdoor events which makes them a quick and seamless choice, if you don't see what you want on the menu, ask!

Step 3: Review Permitting & Licensure Requirements



Permit Distinction

There are two types of applications for City of Boston required event permitting:

- Events that have no electrical or entertainment components but have catering
 - 4 weeks – short form permit
- Events that have electrical, entertainment and catering components
 - 6 weeks – entertainment license

Entertainment Components

All of the following, tip an event from the short form permit to an entertainment license:

- Lawn games
- Organized athletic activity
- Dancing/performers
- Karaoke
- Petting Zoo/Live animals
- Projectors or TVs
- DJs or Live Music
- Carnival style games and face painting
- Enclosed spaces with fencing or gates

This list is not exhaustive, the City dictates what is required.

Permit Requirements

All applications require submission of a **Site Plan or Floor plan** indicating location, layout and a security plan along with permits from each requested areas if applicable:

- Health Permit (from caterer)
- Fire Permit (from caterer, food trucks etc)
- 12-C Beer/Wine License (RA catering)
- Electrical Permit

HMS Room Scheduling's City of Boston permitting liaison will complete the application and submit the required documentation. The event organizer is responsible for obtaining documentation from their vendors.

Food Trucks

Food Trucks must be selected from the list approved by the City of Boston. The list is updated frequently and can be accessed by visiting, <https://www.boston.gov/departments/small-business-development/food-truck-lottery>



The items needed to secure a permit are:

Health Permit

Fire Permit

Site Plan

Catering

- Catering is provided thru Restaurant Associates; no permit is needed if using R/A
- If using an outside caterer, they must be Boston based and be approved through the City of Boston. The catering can be part of an event or standalone.
- The items needed to secure a permit are:
 - Health Permit
 - Caterer's License
 - Site Plan (if outside)

Beer/Wine Service

Beer/Wine service is required to be provided thru Restaurant Associates for outdoor events due to complexity around permitting; RA holds a 12C Caterer License in MA and they will manage all required reporting.

Step 4: Check Availability

You can easily check availability to see if your date is open.

Start by navigating to the HMS Room Scheduling Web App:

- <https://hms.emscloudservice.com/web/>
- Click on browse locations

 HOME

BROWSE

 LOCATIONS



Once you click on locations, use the filters to navigate to your chosen date, and Add/Remove locations, select "Grounds" which will show the quad calendar:

Filters

Date  Time Zone 

Locations 

 **Add/Remove Locations**

Click on 'update locations':

Locations ×

BUILDINGS

Find locations

- Select All Buildings
- Armenise
- C
- Countway Library
- Gordon Hall
- Grounds**
- TMEC
- Vanderbilt Hall

Selected Locations



You will then be able to see availability for the date you'd like:

Locations

		< Tue	Wed June 5, 2024	Thu >	Today												<input type="text" value="Find A Room"/>	<input type="button" value="Search"/>	
		7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
Grounds (ET)	Cap	7 AM	8	9	10	11	12 PM	1	2	3	4	5	6	7	8	9	10	11	
HMS Quadrangle	500																		Closed
Countway (Kresge) Courty	500																		Closed
Gordon Hall steps (exteric			Anesthesiolog																Closed

Toggle around to different dates, and search as needed. Once you know your date is available, on to the next step which is to submit your request form and event details

Step 5: Submit a Request

The request for outdoor spaces is not submitted via EMS like our indoor spaces, but is completed here: <https://tinyurl.com/HMSOutdoor>

There will be a series of information prompts, starting with this:



HMS QUAD OUTDOOR EVENT REQUEST FORM 2026

Please fill out this form in its entirety to submit a request to reserve the quad for the 2026 season, which runs from May 1st, 2026 - October 31st, 2026. Requests outside of these dates will not be reviewed.

Please ensure that you, the requestor, and your on-site contact person, if different, have read and understand the [HMS/HSDM Campus Use Rules](#) and the [HMS Quad Reservation Policy](#) before proceeding. You are responsible for adhering to all campus use rules, room scheduling policy and quad associated timelines.

I have read and understand the HMS/HSDM Campus Use Rules, HMS Quad Reservation Policy and wish to proceed with request submission.



Please provide as much information as possible. If you don't have all the details yet, fill in as much as you can. Incomplete requests cannot be approved nor permitting completed.

Once you are done, don't forget to submit, your request is considered pending for review until approval confirmation email is received.

Quad Request Check-list

- Step 1 – Know the rules
- Step 2 – Review Quad Specific Information
- Step 3 – Review Permit & License Requirements
- Step 4 – Check Availability
- Step 5 – Submit a Request