



## Countway Plaza Tent – Reservation Policy

### 1. PURPOSE

The purpose of this policy is to ensure the safe and responsible use of the outdoor tent located on the Harvard Medical School Countway Plaza. This policy outlines the guidelines for internal departments to reserve the outdoor tent for departmental events, the standard set for the number of people and seating arrangements, to ensure compliance with the required City of Boston permitting, and other important information.

### 2. INTRODUCTION

HMS Campus Services has erected, a 40'x80' tent on the Countway Plaza beginning late April through end of October. Removal timing will be confirmed based on weather, temperature, and other factors and will not exceed 1<sup>st</sup> week of November.

The intent of this temporary structure is to provide expansion of outdoor seated dining options on the Longwood Campus and to support HMS/HSDM departmental outdoor events as requested.

### 3. SCOPE

This policy applies to use of the Countway Plaza tent only.

This policy does not apply to any other tent uses or areas for seated dining or outdoor events on campus.

The outdoor tent is available only to internal HMS/HSDM departments, a 33-digit billing code is required for each reservation. External organizations or individuals may not reserve the tent.

Brightview, at the behest of the Facilities & Grounds Supervisor, will maintain the in-house furniture and surrounding area on a daily basis and ensure compliance with the stamped plans and reservation schedule.

On dates when the tent is not reserved, the tent will be available for general outdoor dining for the Longwood Medical Community. Please be courteous of reserved events.

#### 3.1 Scheduling

Beginning May 1<sup>st</sup>, the Countway Plaza tent may be reserved for event use, through HMS Room Scheduling by internal departments. You may check availability in the [EMS Web App](#). If your desired date is available, please use the following link to make a request: [HMS Countway Plaza Request](#) (this link may be temporarily inactive during the off-season)

There is a limit of one (1) reservation per day related to labor limitations. And a further restriction due to labor limitations, related to timing of events, such as



no breakfast event followed by a previous dinner event – scheduling compliance will be managed by the Senior Room Scheduler and the Outdoor Events Coordinator.

Availability may be impacted by campus construction projects, which may not be reflected in the scheduling system but which will be reviewed by the Senior Room Scheduler.

Requests must be made at least 2 weeks in advance for consideration, reservations made less than 2 weeks out will not be considered. The Senior Room Scheduler will inform the requestor in such a case. **PLEASE NOTE: events that include beer/wine service, amplified music/sound requiring an entertainment license, etc. require 6 weeks' notice for CoB permitting compliance, so please plan ahead, requests without advance notice will be denied related to insufficient time to obtain required permits.**

Requests that fall on a University observed holiday will not be considered.

A 33-digit billing code is required at time of request. No other payment types are accepted.

### 3.2 Capacity/Setup

The standard, daily set for the Countway Plaza tent, based on current inventory and support needs of campus wide programming, is for 100 people, arranged in 20 - 48" wooden rounds with 5 chairs per table. No additional chairs or tables may be brought in without prior approval from the Senior Room Scheduler or the Outdoor Events Coordinator.

There are 4 additional set options which have been stamped allowable by the City of Boston. These include options of rounds for 192 (or less), rounds for 162 (or less) with buffets and the option to add a riser, and a social/reception option. In all cases, all the furniture is required to be rented by and at the cost of the reserving party. Review of alternative options to the standard, daily set and estimated furniture costs may be reviewed with the Outdoor Events Coordinator.

In the event of an alternative set selection, the requestor will be required to provide billing information to the Outdoor Events Coordinator who will make delivery/setup and teardown arrangements with the rental company and manage those details on behalf of the requestor to ensure compliance with other scheduling requirements and location specifics.

At no time can tent capacity exceed 200 persons. Events for 200+ people will not be considered for this space. Events for 100+ persons will likely require an alternative set as described above.

### 3.3 AV/Catering

The tent is not intended for programming requiring audio visual. Nothing may be hung on the structure itself. In instances where audio would be requested for an event (ie microphones, amplification) – requests will need to be discussed with the Outdoor Events Coordinator and HMS Media Services for review.

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- Requests for only a microphone and speaker require a Short Form Permit and 4 weeks’ notice
- Requests for amplified music and additional AV to the above, require an Entertainment license and 6 weeks’ notice

Catering served under the tent must be provided by Restaurant Associates. Under limited circumstances, an exception may be granted to go with another catering provider/option if the food is not “served” under the tent.

If beer/wine is intended to be served under the tent, you are required to use Restaurant Associates who will file appropriate special one day licensing on your behalf and in accordance with City of Boston requirements – 30-day notice is required.

An HUPD detail is required for any reservation with beer/wine service, this will be arranged by the Outdoor Event Coordinator at the cost of the requesting department.

### 3.4 Fees

|   | HMS      | HSDM/<br>HCSPH |
|---|----------|----------------|
| Standard Setup - Weekday, business hours 8am-4pm    | \$100.00 | \$200.00       |
| Standard Setup - Off-hours                          | \$150.00 | \$300.00       |
| Alternative Setup – Weekday, business hours 8am-4pm | \$200.00 | \$400.00       |
| Alternative Setup - Off-Hours                       | \$250.00 | \$500.00       |
| Weekend Reservations – Standard/Alternative Setup   | \$300.00 | \$600.00       |

- *Standard security charges will apply for any event off hours for access to restrooms in the WAB and/or any event requiring additional security support regardless of timing. (\$55/hr, 4hr minimum as of 5/1/2023 – subject to change by HMS Security)*
- *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. (\$53.70/hr as of 2/15/2024 – subject to change by HMS Custodial)*

### 3.5 Usage Guidelines

1. All events held under the tent must comply with the policies and guidelines set by HMS and HMS Campus Services
2. The reserving department is responsible for ensuring that the tent area is left clean and in good condition after the event. If the area is not left in an acceptable condition, additional cleaning fees may apply, and future reservation requests may be denied.
3. The reserving department must provide advance notice as indicated above for Campus Services to obtain any necessary permits or approvals for their event and ensure that all necessary precautions are taken to minimize noise and other disruptions to nearby buildings.



4. The reserving department must comply with all fire and safety regulations and ensure that all necessary precautions are taken to prevent fires and other hazards. No open flame is allowed under the tent.
5. Open flame BBQ grilling is not permitted anywhere on the HMS Campus. BBQ style drop off catering is permitted in accordance with the above policy.
6. If an event needs to be cancelled, the reserving department must notify HMS Room Scheduling as soon as possible. Cancellations of less than 1 week may result in fees for arranged services that are unable to be cancelled without penalty.
7. Failure to comply with this policy may result in the denial of future rental requests and other disciplinary action as deemed appropriate by HMS and Campus Services.
8. This policy may be amended at any time by Campus Services. Any amendments will be posted to the HMS EMS Web App Site Home.