



# Quad Reservation Policy

## 1. PURPOSE

The purpose of this policy is to ensure the safe and responsible execution of outdoor events on the Harvard Medical School Quad. This policy outlines the guidelines for internal departments to reserve the Quad for departmental events, the criteria and guidelines associated with use of the space, to ensure compliance with the required City of Boston permitting, and other important information.

## 2. INTRODUCTION

Beginning May 1<sup>st</sup>, 2023, this reservation policy supersedes the HMS Outdoor Event Policy previously found on the HMS EMS Web App site home.

Quad reservation is intended for HMS student or department focused events and other events benefitting the entire HMS Community.

Any exceptions to this policy will be made at the discretion of Campus Services.

## 3. SCOPE

This policy applies to use of the Quad only.

This policy does not apply to any other areas for outdoor events on campus.

Reservation of the Quad for events, does not imply closure of the entire Quad to other members of the community.

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

Brightview, at the behest of the Facilities & Grounds Supervisor, will maintain the grounds while HMS Custodial will manage setup and teardown of any in-house furniture in compliance with the reservation schedule.

The intent is to maintain the Quad as the centerpiece of the campus, uphold current ambiance and not damage the Quad or its surrounding grounds. As a result:

- No organized sporting events may be held on the Quad lawn.
- Structured tent setups are limited to the HMS Commencement Week in May, White Coat Ceremony in July/August and the Dean's State of the School Gathering in September.

### 3.1 Scheduling

The Quad may be reserved for event use, through HMS Room Scheduling by internal departments. You may check availability in the [EMS Web App](#). If you're desired date is



available, please use the following link to make a request: [HMS Quad Reservation Request](#) (this link may be temporarily inactive during the off-season)

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

Requests must be made at least 2 weeks in advance for consideration, reservations made less than 2 weeks in advance 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, non-RA catering or food which requires health permitting 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 Setup

Final setup requests and layout must be confirmed with Room Scheduling or the Outdoor Events Coordinator 1 week prior to the event to confirm security, custodial and all other services.

In-house furniture will be supplied by HMS Custodial, should needs exceed their inventory the Outdoor Events Coordinator will assist with rental of additional pieces at the cost of the reserving department.

Vehicles are permitted on the paved pathways only for drop-off or pick-up. One food truck may remain on the pathway, only if food is being served out of the truck. Permitting is required in such an instance, please see section 3.4 Fees, for more information. The reserving department accepts responsibility for any vehicles requiring Quad access. Any damage to the lawn or mulched areas will result in fees to the reserving department.

### 3.3 AV/Catering

The quad is not intended for programming requiring heavy audio visual or power needs. In instances where audio would be requested for an event (i.e. microphones, amplification) requests will need to be discussed with the Outdoor Events Coordinator and HMS Media Services for review.

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

Catering is recommended to be served by Restaurant Associates as a result of kitchen proximity and confirmation of appropriate licensure and permitting however you may utilize external caterers, for food and non-alcoholic beverage only. The requesting department



is responsible for working with the Room Scheduling Office to ensure appropriate licensure and permitting is in place as required by the City of Boston.

If beer/wine is intended to be served, 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 reserving department.

### 3.4 Fees

There is no rental fee to reserve the quad, however requests that require additional support such as but not limited to: supply, setup and teardown of pop-up tents or lawn games, addition of AV/media support requiring permitting, rental of furniture or equipment requiring delivery/removal support will incur a flat \$150.00 fee on weekdays for events during business hours of 8am-4pm or a \$250.00 fee for events off-hours or that fall on weekends.

*Standard security charges 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. (\$55/hr, 4-hr 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 on the quad must comply with the policies and guidelines set by HMS and HMS Campus Services.
2. The reserving department is responsible for ensuring that the quad 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.
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 and City of Boston regulations.
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.