



OFFICE OF
Campus Planning
& Facilities



Joseph B. Martin Conference Center Bray Room Reservation Policy

The Bray Room (Room 109, 4 Blackfan Building) is a 74 seat theater style lecture hall with multilevel graduated seating. The 74 seats have attached flip desks. The podium is oriented stage right with basic AV capabilities including projection and sound built in.

Availability: The room is available to Internal (Quad-based) Harvard Medical School programming and activities for the purpose of advancing the school's mission. Priority is given to HMS programming by way of first right of refusal to the space for dates 90 days out and beyond. Within a 90-day timeframe, the Bray Room will be made available Monday through Friday 8am–5pm, excluding federal, state and university holidays to affiliate and external clients for reservation. For requests outside of the M–F, 8am–5pm timeframe, please contact the Martin Center Conference office; fees may apply in order to provide appropriate services. To accommodate the needs of, and provide equitable access to our community, recurring weekly and/or monthly meetings cannot be accommodated in the Bray Room or any other Martin Center space.

Scheduling: To book the Bray Room, call the Martin Center conference office at (617) 432-8990. Internal (Quad-based) Harvard Medical School departments can book the Bray Room and basic audio-visual package at no charge. The start and end times of a booking in the Bray Room are precise. Other reservations may be affected if you do not build sufficient set-up and breakdown time into your request. You will not be able to infringe upon the reservations of others by attempting to access the room earlier than your reservation or stay later than your reservation.

Audio/Visual: For internal (Quad based) Harvard Medical School departments there is no charge for using the installed AV systems in the Bray Room.

Any ancillary equipment requested that is not built into the room is billable at the standard applicable rates. Set/strike and troubleshooting assistance are included; requests for staffed events will incur standard labor charges.

There are chalkboards and whiteboards mounted behind and available on either side of the screen; chalk, dry erase markers and erasers are provided in room.

Ancillary Space: There is no pre-function space outside the Bray Room. One 6ft registration table with 2 chairs and floor-length linen can be provided in the 4 Blackfan East Lobby underneath the paintings. At present there is no option to provide power to the registration table. Food and beverage is served inside the room on the newly built credenza inside the room; there is no option to serve food and beverage outside in the hallway or surrounding areas. You may reserve alternate space for a luncheon etc., fees do apply to those spaces and you must order through Restaurant Associates in that instance. With food and beverage setup inside the room, a panel for up to 4 persons at a maximum is able to fit at the front. Your planner will work with you to coordinate all such details.

Food and Beverage: Catering is provided by Restaurant Associates. This caterer is on-site; takes care of delivery, setup, service throughout, clean up post event and will work with budgets and dietary restrictions of all kinds. Refreshments or food from an outside vendor should not be provided for attendees from a food safety and liability perspective. Contact the Restaurant Associates catering office at (617) 432-7070 or racatering@hms.harvard.edu for menus, to make arrangements and/or with questions.