



Room Use/Function Charges

Campus – Indoors:

Harvard Medical School/s regular hours of operation are 8:00AM-4:00PM, Monday through Friday. Events scheduled indoors, during regular hours of operation are not subject to a room use charge at this time.

All events being held indoors at the Medical School are subject to the Room Scheduling Guidelines detailed on the [Campus Services Room Scheduling site](#).

Quad Reservations:

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

There is no rental fee to reserve the quad for basic gathering use, however requests that require additional support including 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 proper delivery/removal support will incur the following flat fees:

- \$150.00 for weekday events during business hours of 8:00AM-4:00PM
- \$250.00 for weekday events that occur outside of business hours or on weekend days

Countway Plaza Tent Reservations:

The Plaza tent is available only to internal departments, a 33 digit billing code is required for each reservation. External organizations or individuals may not reserve the plaza tent.

Reservation of the tent will incur fees according to the following schedule:

	HMS	HSDM/ 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



Support Department Hourly Rates (as of 1/1/2024):

HMS Security - \$55/hr, 4 hour minimum *(subject to change by HMS Security)*

- off-hour access to HMS buildings/restrooms
- events with more than 200 guests anticipated
- events where beer/wine service is planned indoors
- instances where subject matter, guests, speakers or other requires enhanced security support

HMS Custodial - \$53.70/hr *(subject to change by HMS Custodial)*

- room setup/teardown and associated cleaning between reservations
- trash receptacle provisioning and service for outdoor programming
- assessed for changes or requested add-ons made within 24 business hours of event date/time

Other charges to be estimated by the supporting department as need arises:

- [Harvard University Police Department \(HUPD\)](#)
- [HMS Media Services](#)
- [Restaurant Associates Catering](#)

Permit and licensure costs for outdoor programming will be estimated by HMS Room Scheduling or the Outdoor Events Coordinator at the time of application and will be charged to the reserving department once actuals are available.