



## **Room use / function charges**

Harvard Medical School regular hours of operation are: 8 a.m. to 5 p.m., Monday through Friday. Events scheduled by HMS internal and close affiliates between regular hours of operation may be used at no charge.

All events being held at the Medical School must be officially sponsored by an HMS department or faculty member.

---

- **HMS internal rates**

Courses, student groups, and departments

No room fee, but you may incur security detail charges for after hours or weekend events (\$55 per hour, 4 hour minimum may apply), or Media Services/Custodial fees during regular business hours depending on your individual requirements. Custodial fee is \$52.90 per hour.

---

- **HMS Affiliates rate (hospitals and nearby schools)**

No fee for regular business hours, Monday through Friday. All events being held at the Medical School must be officially sponsored by an HMS department or faculty member with a 33 digit billing code.

- Saturday, Sunday, Holidays, and after 5:00 pm on weekdays
  - Room rental: flat fee of \$250
  - Security: \$55 per hour per guard, 4 hour minimum may apply
  - Custodial: varies depending on set up and cleaning, \$52.90 per hour
-