



## **Harvard Medical School Room Scheduling Guidelines**

HMS faculty, staff, and students are able to request reservations for meetings as well as any special educational events that are Harvard Medical School sanctioned. Scheduling takes place according to the outline below. You are welcome to submit a request beyond the time listed, however, it will not be assessed until the designated period. Reservation requests are confirmed on a first come, first served basis. See the “create a reservation” tab online to schedule space.

### **TMEC and classroom space scheduling process**

A call for courses is distributed via email to the academic units. This happens twice a year (October for spring courses, and May for fall courses) and the classroom spaces are scheduled on a semester by semester basis. Email requests for course space are sent to the room scheduling office (not submitted via EMS). HMS courses are given priority over administrative activities in all quad-based space used primarily for teaching activities.

- **Spring courses** – scheduled in November for spring. Any pending non-academic requests can expect to be reviewed and receive a response in December. Semester for spring is considered to start on or around January 1<sup>st</sup>.
- **Fall courses** – scheduled in June for fall. Any pending non-academic requests can expect to be reviewed and receive a response in July. Semester for the medical campus generally starts on or around August 1<sup>st</sup>.

One exception to the above classroom restriction is Armenise amphitheater. For events 4:00 pm and later, we can confirm into the future (one academic year) beyond the current semester.

### **Gordon Hall, Countway, other general purpose conference rooms scheduling**

The dean of the medical school submits his/her schedule for the following academic year (Sept through June) in early spring. These meetings take priority in Gordon Hall and Countway. Once these meetings are confirmed, any pending requests can expect to be reviewed and receive a response in mid-March.

Room Scheduling reserves the right to relocate the rooms and/or classrooms assigned. In the event a relocation needs to occur, Room Scheduling will give the group written notice of such relocation as soon as possible, specifying the location of any relocated rooms. All relocated rooms will be comparable to the rooms originally assigned and have sufficient capacity to handle the reservation count. Groups are not permitted to use space that is not on their reservation. In the event groups use spaces that are not part of their reservation, they may be asked to vacate the room.

### **Security**

The use of alcoholic beverages may be permitted at some events. The group must obtain proper licenses if alcohol is being sold at the event. The legal drinking age in Massachusetts is 21 years of age. No one under the age of 21 may consume alcohol. A system for identifying proof of age must be provided. If the event is inside a conference room, a security guard may not be required. If the event is in a public area, atrium, or outside, a security detail will be required and the department will need to absorb the cost of the security detail. Please see “alcohol guidelines” for additional details, in a separate document.



Any requests that are booked beyond a building's regular building hours need to have security scheduled. TMEC exceptions: There are exceptions when there are review sessions for courses for either the students or TA's. When a request is for after hours, a 33-digit billing code is required before confirming the booking.

### **Catering and Custodial Services**

Food may be brought into meeting spaces from either Restaurant Associates or an outside caterer. (exceptions are: no food allowed in damp labs or computer labs). Restaurant Associates is on-site and has knowledge and access to all the rooms on campus. If you use an outside caterer, you are responsible for securing their access, parking, and clean-up of the space after the event. Rooms must be left in the condition they were found, for the next person to use. Trash must be removed at the end of events; if the room is not left in the condition it was found, you will be billed for the cleaning fee. Custodial Services can assist with clean up or trash removal, with advance notice and for a fee (33 digit billing code required).

For rooms with flexible furniture, rooms will be set up in the default room set up unless otherwise requested in advance. Set up types for each room are listed online in EMS, with their capacities. If a non-standard set up is requested, custodial services may have a fee, depending on the event and how elaborate the set up is. Examples of set up types that may have a fee are banquet style, reception, theater style. Tables/chairs and instructions can be added to reservations directly online, and any diagrams emailed to [roomscheduling@hms.harvard.edu](mailto:roomscheduling@hms.harvard.edu). Custodial Services receives a list of all setup requests each Friday for the following week. Please submit any diagrams or instructions for your reservation at least the week prior to ensure it is received in time (earlier is fine too).

### **Cancellation and moves**

Room scheduling will schedule space as it is requested by the user. Please note you may not always receive the space you request. In an effort to ensure we are maximizing the use of space on campus, we may need to assign an alternative space more conducive to the event or activity.

If another group has a room that you desire, you may not use your access to approach others who hold room reservations. All correspondence about room bookings should go through the Room Scheduling office to handle conflicts.

Room reservations are non-transferable. A group cannot release a room to another group. Any changes must be made by either editing a reservation directly online or notifying Room Scheduling in writing.

If an event is canceled or a schedule change is made, it is the responsibility of the group to inform the Room Scheduling office at least two business days in advance. A telephone cancellation must be followed-up in writing. Failure to contact Room Scheduling may result in fees incurred by cleaning and setup of the space for a canceled event. If the reservation is within 3 business days and there is a service attached, the online system will not allow for a cancellation, and a phone call/email must be made. This is to ensure we can notify any affiliated service departments of the change in plans.



### **Fees and 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 Longwood area affiliates between regular hours of operation may be used at no charge (Room fee). All events being held at the Medical School must be officially sponsored by an HMS department or faculty member. See separate attachment for a list of charges, also available on our main website. There may be additional equipment or services requested that would involve charges. Rooms must be left in the same condition in which they were found. Trash and recycling containers are available in every room. If spills or damages occur, the group will be responsible for any materials or additional cleaning charges.

### **Use of HMS facilities and EMS Software**

University spaces are only to be reserved and used by HMS eligible groups and departments. Staff, faculty, and students should not reserve space for an outside or personal organization not affiliated or part of Harvard Medical School. Example: a student organization can host an event on campus for their student organization. Another example: someone cannot use their status as a student or employee to book an outside event that will be hosted at HMS. We cannot accept reservations from outside vendors that are marketing to students. Any misuse of space may result in scheduling privileges being revoked for the semester or beyond. Person or department making the reservation is responsible for the room and must either be present or designate a Harvard colleague to be present on-site.

To log into EMS: All HMS faculty, staff, students can access EMS using their ecommons login. All dental school and School of Public Health affiliates, as well as close hospital affiliates and groups such as HUCTW and JLL, have access to request space. Affiliates can make bookings for educational and academic programs and uses. For all other administrative and non-educational events, individuals may contact the Martin Conference Center for availability.

You receive one email right upon submission of your request. Tutorial rooms do not need an approval. They are confirmed straight upon submission, in the current semester only. Requests are considered pending until user receives a separate confirmation email from room scheduling.

### **Outdoor Spaces**

HMS Outdoor space is reserved for HMS student-focused events and other events benefiting the entire HMS community (noon concerts, bike fair). The intent is to maintain the Quad as the centerpiece of the campus, keep ambiance, and not damage grounds and surroundings. No organized sporting events are to be held on Quad lawn. Major tent setups are for Harvard Commencement and White Coat Ceremony only. Any exception to this policy will be at the discretion of Campus Planning Office and will be considered only if the event is a major Medical School function.

Requests will be sent to [roomscheduling@hms.harvard.edu](mailto:roomscheduling@hms.harvard.edu) and a list of questions will be provided so that the event can be assessed. All outdoor events are subject to a security and/or HUPD detail. Vehicles are permitted on the pathways only. Propane grills are permitted for use only by caterers. Security will require a copy of the caterer's insurance policy. Solid fuels are not permitted. (charcoal, woodchips, fuel pellets). See separate attachment for full details and information.



**Restrictions on hours for certain HMS spaces**

Courtyard Café: can be booked after 4:30 pm only

TMEC atrium: can be booked at 2 pm and later only

Modell atrium: can be booked after 4 pm only

Gordon Hall atrium: can be booked after 4 pm only, maximum 49 attendees

Waterhouse room: foyer can be used 5:30 pm and later only, no tables in the hallway outside

Waterhouse during business hours

Quad/outdoor: subject to requirements and operations approval (separate attachment approved by security)



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