



## Joseph B. Martin Conference Center Outdoor Space Policy

### 1. PURPOSE

The purpose of this policy is to describe the reservation procedures/protocols to be followed and the associated details relevant to the outdoor spaces in and around the Martin Center.

### 2. INTRODUCTION

Pursuant with the presumed increase for outdoor meeting and event requests related to comfortability and aesthetic of congregative gatherings at the Martin Center as we exit pandemic restrictions; this policy outlines the method by which reservations can be made, overview of costs associated, and restrictions related to each space noted in scope. This policy is intended to streamline for HMS departments the ways in which these outdoor spaces may be utilized. Campus Planning and Facilities reserves the right to alter the existing policy with no less than 30 days' notice.

### 3. SCOPE

#### Space:

This policy applies the use of the following outdoor spaces associated with the Martin Center:

- NRB Front Patio (located in front of NRB, abuts Avenue Louis Pasteur)
- NRB Interior Waterfall Courtyard (located within the NRB on the Ground Level, does not include the upper level adjacent to Elements Café)

The Zen Garden located on the 1<sup>st</sup> floor and across from the Bodyscapes gym, is neither owned nor managed by the Martin Center and is not a reservable space. It is an informal gathering space and shared amenity between the property owners of NRB and 4BC and the occupants.

The Blackfan Triangle Lawn located on Blackfan Circle and across from the CLS Building, is neither owned nor managed by the Martin Center. Any requests for formal use should be sent to [fourblackfanfacilities@cwservices.com](mailto:fourblackfanfacilities@cwservices.com)

### Reservation:

Due to the proximity of both spaces to the Amphitheater and Ground Floor Lobby, neither space will be reservable for a separate event on any date where the Amphitheater and/or Ground Floor Lobby has been reserved.

For availability and pricing of either space, contact the Martin Center Office 617-432-7243 or via email to [Alwyn\\_thomas@hms.harvard.edu](mailto:Alwyn_thomas@hms.harvard.edu)

### **NRB Front Patio specific:**

- The NRB Front Patio is intended to provide outdoor seated dining options to the Harvard Longwood community for breakfast and lunch. Additionally, this space has proximity to the Boston Latin High School and the heavy traffic generated on Avenue Louis Pasteur in the morning and at the close of their school day. For both reasons this space is not reservable before 3pm and service of any alcohol may not begin before 4pm.
- Due to the main entry/exit points in and around this space, no event will be allowed to obstruct either the entry or exit way of the building. A security guard will be required to ensure the maintenance of clear entry/exit to/from the building, arranged by the Martin Center at the expense of the reserving department. Please note, there is a 4hr minimum required for any guard posting. Please see the below fee schedule for more information.
- The NRB Front Patio is outfitted with approximately 42 tables and 92 chairs maintained by HMS Groundskeeping. Use of this space requires use of this furniture, there is no option to remove this furniture; however, you may work with the Martin Center to arrange it in such a way that supports the event goals, and it may be supplemented with hightops and catering tables as needed. As a result, this space is not conducive to seated/plated meals.
- The planters located on the patio are unable to be moved.
- The HMS property line extends only to the sidewalk. From the sidewalk to the street is City of Boston Property and is subject to City of Boston rules and regulations. The Food Truck parking spaces located on Avenue Louis Pasteur are part of the City of Boston food truck lottery program and are assigned through

that program. For that reason, those spaces are not reservable or useable by events, if a non-lottery food truck is parked in one or both spaces and a lottery bound food truck arrives for their service, the non-lottery bound food truck is subject to ticket and tow. For more information, please visit the [City of Boston Food Truck Lottery Page](#)

- Catering is supplied by Restaurant Associates in this space. An HUPD officer is required for any alcohol service in this space; requires a 4hr minimum. See the below fee schedule for more information. Open flame and solid fuels (charcoal, woodchips, fuel pellets) are NOT permitted in this space.
- For the safety of your guests, events in this space will be held to a maximum capacity of 250ppl, any event with over 200ppl will be required to have a 2<sup>nd</sup> security guard on-site.
- The patio sits on top of a very sensitive waterproofing membrane above the parking garage and as a result no structural tents of any kind may be erected in this space.

#### **NRB Interior Waterfall Courtyard specific:**

- The NRB Interior Waterfall Courtyard is intended to provide outdoor seated dining options to the Harvard Longwood community for breakfast and lunch. For this reason, this space is not reservable before 3pm.
- The NRB Interior Waterfall Courtyard is outfitted with 8 tables and 32 chairs maintained by the Martin Center and HMS Groundskeeping. Use of this space requires use of this furniture, there is no option to remove this furniture; however, you may work with the Martin Center to arrange it in such a way that supports the event goals, and it may be supplemented by hightops and catering tables as needed. As a result, this space is not conducive to seated/plated meals.
- Catering is supplied by Restaurant Associates in this space. Open flame and solid fuels (charcoal, woodchips, fuel pellets) are NOT permitted in this space.
- For the safety of your guests, events in this space will be held to a maximum capacity of 75ppl.
- No structural tents of any kind may be erected in this space.

## Fee Schedule:

NRB Front Patio and Lawn                      \$270.00

- Includes setup, addition of any in-house furniture, trash service throughout, clean-up/reset of space, dedicated Martin center contact throughout

NRB Interior Waterfall Courtyard        \$150.00

- Includes setup, addition of any in-house furniture, trash service throughout, clean-up/reset of space, dedicated Martin center contact throughout

Security Hourly Rate \$55/hr

- 4hr minimum is required

HUPD Hourly Rate \$60.30/hr (Holiday rate \$87.90/hr)

- 4hr minimum is required

Requests for Audio Visual should be made through the Martin Center Office and quoted accordingly. Please note that both spaces are limited in audio visual capabilities because of available power.

- 617-432-7243 or [Alwyn\\_thomas@hms.harvard.edu](mailto:Alwyn_thomas@hms.harvard.edu)

Requests for Catering should be made through Restaurant Associates and quoted accordingly.

- 617-432-7070 or [heather\\_cullen@hms.harvard.edu](mailto:heather_cullen@hms.harvard.edu)