

## 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.

Due to an increased demand for appropriate classroom/meeting space, HMS leadership has reviewed the current Room Scheduling reservation policies to ensure HMS’ limited classroom/meeting space can support the existing needs and continued growth of its Quad-based academic and basic science departments. To accommodate internal-HMS space demand and to adequately support the needs of HMS departments, the following policy revisions will take effect, June 1<sup>st</sup>, 2022:

- Only internal, HMS Quad-based departments will have the ability to directly book space through the HMS Room Scheduling – EMS system
- Non-HMS departments looking to book space on the HMS campus will be directed to the Joseph B. Martin Conference Center for all meeting and event space needs.
- For requests for an event within 2 weeks by any non-HMS department, inquiry for campus availability may be submitted via email to the HMS Room Scheduling Office at [room\\_scheduling@hms.harvard.edu](mailto:room_scheduling@hms.harvard.edu)
- All events being held on the Medical School campus must be officially sponsored by an HMS Department and will be required to supply a 33 digit billing code for associated charges and/or to be held in reserve for any additional clean up or damages.

### 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



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The Dean of the Medical School submits their 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 reserving party is responsible for obtaining proper licenses and/or ensuring their vendor has the appropriate licenses if alcohol is to be provided at an event. The legal drinking age in Massachusetts is 21 years of age. No one under the age of 21 may consume alcohol. The reserving party is responsible for implementation of a system for identifying proof of age. 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 and/or a Harvard University Police Officer will be required and the department will need to absorb the associated costs. Please see the HMS Alcohol Policy, found under facility information on the Room Scheduling site home for additional details and to familiarize yourself with the requirements, in a separate document.

Any requests that are booked beyond a building's regular building hours ([see below](#)) 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 maintained in the typical room set up unless otherwise requested in advance. Set up types for each room are listed online in EMS, with their capacities. Custodial services may charge an event support fee, depending on the event and how elaborate the set up is. Tables/chairs and instructions can be added to reservations directly online, and any diagrams emailed to [room\\_scheduling@hms.harvard.edu](mailto:room_scheduling@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.

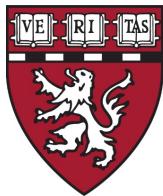
If an event is canceled or a schedule change is made, it is the responsibility of the group to inform the Room Scheduling office at least two business days in advance. A telephone cancellation must be followed-up in writing. Failure to contact Room Scheduling may result in fees incurred by cleaning and 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 cancelation, 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 departments 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 with a 33 digit billing code. 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: a person may not 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 HMS ID login. For all other administrative and non-educational events, individuals may contact the Martin Conference Center for availability. Any student wishing to host a large event (over 50 attendees) or utilize one of the large event spaces must coordinate through the HMS Office of Student Affairs: [student\\_affairs@hms.harvard.edu](mailto:student_affairs@hms.harvard.edu) or call 617-432-1570.

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 HMS Campus Services and will be considered only if the event is a major Medical School function.

Requests will be sent to [room\\_scheduling@hms.harvard.edu](mailto:room_scheduling@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 HMS Outdoor Events [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)

### HMS Building hours

Armenise: Monday - Friday, 8:00 am - 4:00 pm

C Building: Monday - Friday, 8:00 am - 4:00 pm

Countway Library: Monday - Thursday, 8:00 am – 9:00 pm

Friday, 8:00 am – 6:00 pm

Saturday, 10:00 am – 6:00 pm

Sunday, 12:00 pm – 9:00 pm



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Gordon Hall: Monday - Friday, 7:30 am - 5:30 pm

TMEC: Monday - Friday, 7:00 am - 7:00 pm

Warren Alpert: Monday - Friday, 8:00 am - 4:00 p