Scheduling Resources

Catering: Crimson Catering

Computing Lab Locations and Resources: Computer labs at the Science Center and elsewhere on campus are reserved through HUIT. Telephone 617-495-9000. "All College and GSAS students, Extension/Summer School students, and FAS faculty and staff have access to the Science Center's computing facilities. All Science Center labs are open 24 hours a day, 7 days a week, however, scheduled maintenance may be performed between 2:00AM – 6:00AM on Mondays and Wednesdays. The main facility in the building is the Science Center Computer Lab (SCL), room B-14."


FAS Classroom Inventory: Instructional Media Services provides recording, multimedia technology and media production services to the Faculty of Arts & Science, the Extension and Summer Schools, and the Harvard Community. Learn detailed room information related to physical features, media capabilities, and contacts.

Harvard Events Management: Events Management provides useful tools, information, and resources to help create successful events and to support the diverse needs of those coordinating events at Harvard.

Harvard Public Affairs & Communication

Media Services "The Prep Room": If you need access to media equipment in a Science Center lecture hall or classroom, fill in the online Service Request form. Any department, organization, or activity not directly associated with an FAS daytime course will be charged for equipment rental and labor. Please contact the Prep Room with a minimum of 3 working days’ notice prior to your event to arrange for services.

Request a Police Detail

RoomBook: To request a room at FAS, SEAS, Radcliffe, and the Divinity School.

RoomBook Help for FAS

Science Center Message Board: To place an announcement or image on the electronic message board located in the Central Arcade of the Center, send a PowerPoint slide to Building Operations at sc_sched@fas.harvard.edu.