RESERVING EVENT SPACE AT WILLIAM JAMES HALL

Officially recognized Harvard student groups and Harvard Departments are welcome to host events at William James Hall. Events must be fully sponsored and organized by the Harvard entity. Here are a few basic guidelines to get your event off on the right track.

## EVENT APPROVAL (Student Groups Only)

Undergraduate student group events must be registered through the Student Organization Center at Hilles in order to be held at William James Hall. A representative of the student group can register their event online. Navigate to

thehub.college.harvard.edu, click on your student organization page under “Manage,” and register the event in the Events tab. Questions about registering an event? Contact [soch@fas.harvard.edu.](mailto:soch@fas.harvard.edu) When your event is registered, you will receive an email from JR Bagley. Please forward that email to Cindy Fiore at cfiore@wjh.harvard.edu SOCH registration is required before a WJH space reservation can be secured.

Graduate student group events must be reviewed by GSAS Student Services or by the Dean of Students of the originating Harvard graduate school. A representative of the student group can contact the GSAS Student Services at [stuserv@fas.harvard.edu](mailto:stuserv@fas.harvard.edu) to request approval. After review of the event, GSAS will email their approval to Cindy Fiore at [cfiore@wjh.harvard.edu.](mailto:cfiore@wjh.harvard.edu.) GSAS approval is required before a William Hames Hall space reservation can be secured.

## SITE LICENSING AND CROWD MANAGEMENT

The State of Massachusetts requires event hosts of events with music and dancing to “designate one crowd manager for every 250 occupants…” and occupant load 100-250 requires at least one crowd manager. It is the responsibility of the host group to read carefully this pamphlet (https://[www.mass.gov/doc/requirements-for-crowd-managers/download), c](http://www.mass.gov/doc/requirements-for-crowd-managers/download))omplete the crowd manager training and confirm the appropriate number of crowd managers are assigned to the event. Crowd Manager Certificates are due to Cindy Fiore by the date of the event. This requirement is in addition to the University policy for assigning HUPD police details (https[://www.](http://www.hupd.harvard.edu/request-event-detail))hu[pd.ha](http://www.hupd.harvard.edu/request-event-detail))r[vard.edu/request-event-detail).](http://www.hupd.harvard.edu/request-event-detail)) The host group is responsible for obtaining and paying for police details.

**FEES**

Deposit - A $250 deposit or 33-digit departmental billing code is required 30 days prior to the event date. If a departmental code is not available, the deposit must be in the form of a check written to “Harvard University” and mailed or hand delivered to Harvard University, William James Hall Operations, attn: Cindy Fiore, 33 Kirkland Street, Room B12, Cambridge, MA 02138. This check is held on file until after the event has occurred and may be applied to the total custodial fees.

Custodial Fees - Student groups are waived the room rental fee for William James Hall. However, custodial fees apply in all cases at the rate of approximately $49/hr. per custodian. Total custodial fees depend upon the time and scope of the event. A preliminary custodial fee estimate is provided to the user on the reservation confirmation. This estimate is predicted based on the initial timeframe and scope of the event. Please note that the final total is calculated after the event has occurred and may be different from the original estimate. William James Hall Operations will provide the group with an invoice after the conclusion of the event.

The primary contact for the student group should contact the William James Hall custodial manager soon after receiving the confirmation to discuss the details of the event set up and to learn what services are included in custodial support.

Electrical Fees - Additional fees may be accrued for supplementary electrical support for the addition of any sound or lighting equipment at the rate of approximately $99/hr. with a 4-hour minimum. These fees may be waived with the approval of the William James Hall electrical foreman. His contact information will be listed on your confirmation. The student group is responsible for contacting the Foreman at least two weeks prior to the event date.

## RESERVATION FORMS

Reservations are processed on a first-come, first-served basis dependent upon space availability and the date the forms are received by William James Hall Operations. Reservations are considered confirmed when the user receives an official email confirmation. Space is not “held” without receipt of the completed reservation forms and approval from OSL or GSAS. Event requests must be submitted to William James Hall at least two weeks prior to the event.

## EVENT POINT-PERSON

Each group must designate one person to be the event coordinator. **This person MUST BE PRESENT A THE EVENT** and is responsible for understanding and communicating to their group the William James Hall facility-use guidelines and serves as the person to communicate event details to William James Hall Operations.

## CATERING

Crimson Catering is the preferred caterer for events William James Hall. Other caterers are permitted under certain circumstances. Please contact Cindy Fiore ([cfiore@wjh.harvard.edu](mailto:cfiore@wjh.harvard.edu) 495-3801) to discuss this option.

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NORTHWEST EVENT SPACE REQUEST CHECKLIST

# STEP 1: AVAILABILITY

Contact Jesselynn Opie at [jopie@fas.harvard.edu](mailto:jopie@fas.harvard.edu) to see if space is available on the desired date(s).

# STEP 2: APPROVAL (Student Groups only)

Secure approval for your event from the appropriate Harvard entity; and ensure the approval email is sent to Jesselynn Opie at [jopie@fas.harvard.edu.](mailto:jopie@fas.harvard.edu)

# STEP 3: FORMS

Submit the completed “Event Space Request Form” and “Guidelines and Agreement Form to Jesselynn Opie at the Northwest Building, 52 Oxford St., Suite 102, Cambridge, MA 02138.

# STEP 4: BUILDING SUPPORT SERVICES

Custodial: Once you receive official email confirmation of your reservation, contact the Northwest Custodial Manager, Philip Alvarado at [Philip\_Alvarado@harvard.edu](mailto:Philip_Alvarado@harvard.edu) to discuss the details of your event setup.

Electrical: If you are adding any lighting or sound equipment to what is already installed in the space, you may require additional electrical support (separate from a/v equipment). You must contact Matthew Decost at DeCost at [matthew\_decost@harvard.edu](mailto:matthew_decost@harvard.edu) to review your plan.

Audio/Visual: If you plan to use any of the audio/visual equipment installed in Northwest classrooms, lecture halls or B100, contact Northwest Media Services and Technology at [nwmedia@fas.harvard.edu,](mailto:nwmedia@fas.harvard.edu) 617-495-5775.

# STEP 5: EVENT DETAIL SUBMISSION

Floor Plan – Submit a floor plan for the arrangement of furniture within your reserved space. If you require more furniture than what is available in the Northwest event furniture inventory (full inventory listed on page 2 of Event Space Request Form), contact a vendor to supplement. Bringing in additional furniture requires delivery and pick- up coordination as well as clarification about whether the vendor or Northwest custodial staff is expected to set-up and break down the furniture. Contact Jesselynn Opie to check appropriate delivery and pick up times. NOTE: If you use Crimson Catering for your food service, they can coordinate this for you. If you use another caterer, your group will be responsible for coordinating these details.

Vendor Delivery & Pickup Schedule – If you are renting furniture, a stage, sound and/or lighting equipment from an outside vendor, delivery and **pickup of these items should occur on the day of the event**. Alternative delivery schedules must be approved by Jesselynn Opie (jopie@fas.harvard.edu).

Door Schedule – Northwest exterior and classroom doors are unlocked weekdays 6am to 10pm and locked on weekends and University holidays. If your event occurs after normal building hours, we can program the doors accordingly. Please provide to Jesselynn Opie the desired unlocking schedule for the doors associated with your reserved space at least one week prior to the event.

Crowd Manager Certificates – If your confirmation indicates that crowd manager certificates are required, submit the certificates to Jesselynn Opie one week prior to the event date.

# STEP 6: CONFIRMATION

Please pay close attention to the due date checklist printed at the beginning of your confirmation form next steps leading up to the event date.