Spring 2022 Thompson Room Bookings

Please read the guidelines below, and note that your submission of a room request confirms that you have read and understand these guidelines:

1. The Thompson Room can only be booked by Harvard faculty or staff. The booking party is responsible for ensuring that all guidelines are followed and will be responsible for any related charges.
2. Maximum room capacity is 98 people per Massachusetts Fire and Emergency Evacuation Codes and Laws. The space cannot be used for events with more than 98 people.
3. Attendees must be internal to Harvard or “Harvard-sponsored visitors to the FAS.” We are currently not booking the space for events that will involve the general public.
4. All attendees must adhere to University face covering requirements.
5. Pending University or FAS guidance, the space may become unavailable or restricted if health concerns warrant.
6. For Harvard-sponsored events, food or beverages are currently allowed within the space per “Harvard University Guidance for On-Campus Activity” available at https://www.ehs.harvard.edu/covid-19-resources.
7. All other applicable University Covid-19 protocols must be followed. For more information, please visit https://www.harvard.edu/coronavirus/. For all questions concerning on-campus activity, including room and space use, and eating and drinking at events, please consult Keep Harvard Healthy: Harvard University Guidance for On-Campus Activity.
8. All A/V and Media needs must be arranged separately through Education Support Services ess@fas.harvard.edu.
9. Security and/or Custodial charges may apply depending on the date and time of room use (weekday afternoons/early evenings and weekends).
10. Please do not post anything on the wood or masonry, as the adhesive can cause permanent stain. No open flames or candles permitted.
11. Three furniture schemes are offered. If you rearrange the furniture outside of these three schemes, please return the furniture to the original set-up.

CANCELATIONS AND CHANGES
Please email humspace_bookings@fas.harvard.edu to submit any changes to your reservation. Bookings canceled with less than 3 business-days notice may still incur the related security and custodial charges.

BUILDING HOURS
Barker Center hours are 8am to 10pm M-F. On weekends and holidays, the Barker Center is unlocked and locked according to your reservation times. Do not plan to have access to your room prior to or after your reserved time. Likewise, do not request to extend your reservation when Security arrives to lock the building.

IMPORTANT PHONE NUMBERS
For lockouts in the Yard (during your reserved time):
M-F 8am-4:30pm (excluding Holidays)- Yard Operations at 617-495-1874
All other times- Securitas at 617-496-9370 or visit the Widener Gate Security Office
For maintenance or ventilation emergencies, contact the University Operations Center at 617-495-5560.
For lost and found, contact Dorm Crew at 617-495-5569 or HUPD at 617-495-1783