



Lahey Room Reservation Form

Please submit this form at least 48 hrs in advance of your event to Luciana Witowski at luciana_witowski@hms.harvard.edu

Contact Name:

Requested Date:

Start Time:

End Time:

Meeting Title | Purpose:

of Guests attending:

33 Digit Billing Code (for Custodial Services):

How would you like the room set up?

Will you require extra tables?

Will you require trash removal after your event?

All AV or WebEx requests should be sent directly to Media Services: ITServiceDesk@hms.harvard.edu. The Classroom spaces offer presentation capability as well as telepresence/WebEx services/ Zoom. White boards and podium set-up are available.

Room reservations are to be made only by individuals who obtain an HUID. If not all attendees obtain an HUID, a list of these individuals must be printed and given to the Security desk prior to the start of your event.

Social distancing is still required inside the library for unvaccinated individuals, and masks are required at all times regardless of vaccination status.

In alignment with Harvard University protocols, no food or drink is allowed inside the library at this time except at designated cafe area tables.

Your request will be reviewed, and you will be notified via Outlook calendar invitation if the room is available for your intended event.

Thank you for your cooperation.