



Countway Classroom Space

Please submit this form at least 48 hrs in advance of your event to MJ Grein at maryjane_grein@hms.harvard.edu.
Countway hours are Monday - Thursday, 8am-8pm | Friday, 8am-6pm | Saturday, 10am-6pm | Sunday, 12pm-6pm

Contact Name:

Requested Date:

Start Time:

End Time:

Meeting Title | Purpose:

of Guests Attending:

Classroom Space Requested - ☐ 102 ☐ 103 ☐ Both ***see room parameters below

33 Digit Billing Code (for Custodial Services):

How would you like the room(s) set up?

Event Style (rows of chairs
with podium at the front)

Classroom Style (tables with
chairs facing projector screen)

If you would like a different set-up please specify upon request

Will you require extra tables? Yes No

Will you require trash removal after your event Yes No

Room Parameters

- event style room 102 - max capacity 50
- classroom style room 102- max capacity is 24
- classroom style room 103 -Max Capacity is 18
- event style room 103 - max capacity is 42
- classroom style BOTH rooms - max capacity 42
- event style BOTH rooms - max capacity 85

All AV requests are to be sent to Media Services at ITServiceDesk@hms.harvard.edu.

The classroom spaces offer presentation capability as WebEx & Zoom. White boards and podium set-up are also available.

Room reservations are to be made only by individuals who have an active HUID. If all attendees do not have an active HUID, a list of these individuals must be printed and given to the Security desk at least 24 hours prior to the start of your event.

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.