



## 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](mailto: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

- 102, event style room - max capacity 50
  - 102, classroom style room - max capacity is 24
  - 103, classroom style room - max Capacity is 18
  - 103, event style room - max capacity is 42
  - BOTH rooms, classroom style - max capacity 42
  - BOTH rooms , event style - max capacity 75
- *All AV requests are to be sent to Media Services at [ITServiceDesk@hms.harvard.edu](mailto:ITServiceDesk@hms.harvard.edu)*
  - **Room 103 only has screen presentation availability**
  - **Room 102 /combined rooms have full AV capabilities along with microphones and assisted listening devices**

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.