



## Countway Classroom Space

Please submit this form to Luciana Witowski at [luciana\\_witowski@hms.harvard.edu](mailto:luciana_witowski@hms.harvard.edu)

Contact Name:

Requested Date:

Start Time:

End Time:

Meeting Title | Purpose:

# of Guests attending:

Classroom Space Requested -  102  103  Both (\*\*Maximum capacity is 49 per room )

33 Digit Billing Code (for Custodial Services):

How would you like the room set-up?

Will you require extra tables for Catering?

Will you require trash removal after your event?

**All AV or WebEx requests should be sent directly Media Services: [Media\\_Services@hms.harvard.edu](mailto:Media_Services@hms.harvard.edu) The Classroom space offers presentation capability as well as telepresence/ WebEx services/ Zoom. White boards and podium set up are available.**

**\*\* All RA Catering requests should be placed by you directly to the intended vendor. We do not allow outside food vendors.**

**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.**