



Lahey Room Reservation Form

Please submit this form 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 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 The Lahey Room 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.