

# Scheduling Resources

Catering: [Crimson Catering](#)

[Computing Lab Locations and Resources](#): Computer labs at the Science Center and elsewhere on campus are reserved through HUIT.

Telephone 617-495-9000. "All College and GSAS students, Extension/Summer School students, and FAS faculty and staff have access to the Science Center's computing facilities. All Science Center labs are open 24 hours a day, 7 days a week, however, scheduled maintenance may be performed between 2:00AM – 6:00AM on Mondays and Wednesdays. The main facility in the building is the Science Center Computer Lab (SCL), room B-14."

[Harvard Guest Wireless](#): Use your device to connect to Harvard Guest Wireless. Information for Windows XP, Vista, Windows 7.O+, Mac OS X, and iOS/Android is provided.

[FAS Classroom Inventory](#): Instructional Media Services provides recording, multimedia technology and media production services to the Faculty of Arts & Science, the Extension and Summer Schools, and the Harvard Community. Learn detailed room information related to physical features, media capabilities, and contacts.

[Harvard Events Management](#): Events Management provides useful tools, information, and resources to help create successful events and to support the diverse needs of those coordinating events at Harvard.

## [Harvard Public Affairs & Communication](#)

[Media Services "The Prep Room"](#): If you need access to media equipment in a Science Center lecture hall or classroom, fill in the online [Service Request](#) form. Any department, organization, or activity not directly associated with an FAS daytime course will be charged for equipment rental and labor. Please contact the Prep Room with a minimum of 3 working days' notice prior to your event to arrange for services.

## [Request a Police Detail](#)

[RoomBook](#): To request a room at FAS, SEAS, Radcliffe, and the Divinity School.

## [RoomBook Help for FAS](#)

[Science Center Message Board](#): To place an announcement or image on the electronic message board located in the Central Arcade of the Center, send a PowerPoint slide to Building Operations at [sc\\_sched@fas.harvard.edu](mailto:sc_sched@fas.harvard.edu).