

CONTRACT

FOR RESERVING
SCIENCE CENTER
LECTURE HALLS, CLASSROOMS, AND ARCADES

RULES GOVERNING THE USE OF THE SCIENCE CENTER

RESERVATIONS

- **Hours of Operation:** Events may take place between 8:00am and 10:00pm. All event spaces must be vacated by 11:30pm. Extended hours may be available at an additional hourly charge. The Arcade is unavailable during weekday daytime hours when classes are in session. Building Operations reserves the right to cancel or alter reservations at anytime due to unforeseen circumstances.
- **Harvard Classes and Harvard Sponsored Events:** Classroom requests for the purpose of instruction, must be submitted and sponsored by a Harvard department or a member of the Harvard Faculty. All requests, changes and cancellations, for rooms and space at the Science Center, must be submitted online through EMS RoomBook: <http://roombook.harvard.edu/>. Building Operations reserves the right to cancel or alter reservations at any time due to unforeseen circumstances.
- **Non-Harvard events:** All room requests for non-Harvard events must be submitted to Harvard Events Office: events@harvard.edu.
- **Contact Person/Event Coordinator:** Your group must appoint a single contact person to serve as the Event Coordinator. Science Center Building Operations staff is unable to answer questions about your event or provide administrative services for your organization.
- **Student Organizations:** By acknowledging the receipt of this contract you certify that you are a current student member of said organization and that you are signing with approval of the officers of said organization. Room reservations made for student organizations are made for that group and not for others. The group's Event Coordinator must attend the event, and the group reserving the room or space must be participating in the event. Student groups are not able to make room reservations for non-Harvard groups. Room requests for Non-Harvard events must be submitted to Harvard Events Office. See above.

- **Restricted Dates for Student Group Events:** Permission will not be given to hold concerts, dramatic performances, debates, meetings, rallies, contests of any kind, etc., during Examination Periods.
- **Reservation Confirmation:** Reservations are confirmed only when the requester receives an email confirmation with a reservation number. However, Science Center classrooms and lecture halls are part of the Faculty of Arts and Sciences [FAS] classroom inventory and Courses will always take precedence over event bookings. Should your event need to be moved, Building Operations will attempt to secure another room for you.
- **Billing:** Included with the list of rooms, spaces, and furniture reserved on the confirmation is the room rental fee and an estimated custodial service charge, if applicable. Payment must be received before the date of the event in the form of a Harvard 33-digit billing code or a check made payable to “Harvard University.” Building Operations will not provide any compensation for space conditions beyond our control that may effect the event.
- **Cancellations:** Cancellation of space reservations may be made without penalty up to 24 hours in advance of your event. The penalty for late or non-notification will be \$50. To cancel a reservation online go to "View My Requests" in RoomBook: <http://roombook.harvard.edu/>

RULES

- **Accessibility:** events open to the public should be planned with accessibility considerations in mind. Organizers should consider wheelchair accessibility, seating arrangements, audio-visual accessibility, alternative print options, podium access, and sign language availability as they plan events. For more information on accessibility, contact the Accessible Education Office at 617-496-8707 or Harvard Disability Services <http://aeo.fas.harvard.edu/>
- **Classroom furniture:** All Furniture must remain in the rooms and returned to its original configuration at the conclusion of your event.
- **Damage to Property:** The Science Center is not responsible for damage and/or loss of personal property brought into the event space, nor does it accept liability for items left in the event room before, during, or after the event unless prior arrangements have been made in writing. The group will be responsible for any and all damage to the facilities, property, or equipment at the Science Center caused by the group, the group’s guests, or group’s vendors beyond normal wear and tear. The group will be assessed any costs of repairs or replacement.

- **Deliveries:** The Science Center cannot be responsible for any materials pertaining to your event. Science Center staff will not accept or sign for any deliveries. The Science Center is not responsible for shipping back packages. Shipping arrangements to the Science Center loading dock can be made through shipping and receiving with Alyson Galipeau at 617-496-4489. Loading dock hours of operation: Monday through Friday, 7am to 5pm. If a driver arrives after hours, he or she will need to see the Science Center security guard at the guard station located on the first floor of the Science Center.
- **Discrimination Policy:** Any form of discrimination based on race, color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability is contrary to the principles and policies of Harvard University. The Science Center has the right to refuse any group or event that does not comply with this policy.
- **Entertainment:** The Science Center lecture halls are not soundproofed. Musical performances are not allowed when other events are reserved in any of the lecture halls. The Science Center reserves the right to terminate entertainment that causes a disturbance to other meeting space, guests, and/or local residents. The Science Center is not responsible for any fees associated with the discontinuation of any music or entertainment or costs incurred as a result of the event being terminated. Contracted entertainment of any group must receive prior approval from Science Center Building Operations.
- **Food and Beverages** are **limited to the Arcades, Café, and Courtyard**--which must be reserved--and are not allowed in any of the classrooms or lecture halls. A custodial service charge will be applied to events providing food or beverages. [See custodial services above under "Required Services."] Catering: Crimson Catering is the preferred vendor for the Science Center. Contact Dining Services' Crimson Catering at 617-496-6000, or visit <https://dining.harvard.edu/crimsoncatering/how-can-we-help-you>
- Building Operations takes your safety seriously, and because leftover food requires careful handling and temperature control, we regret that we cannot allow patrons to remove food from the premises after catered events.
- **Force Majeure:** Science Center Building Operations and the University are not liable for failure to perform the party's obligation if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster, labor dispute, strike or interruption or failure of electricity, water supply or gas supply).
- **Infractions:** A first infraction of the Rules Governing Use of the Science Center will result in a warning. The Science Center will refuse bookings from a group if a second infraction occurs. If a first infraction is deemed by the Science Center to be very serious, no warning will be given and the group will be denied further access to the facilities.
- **Lecture Hall furnishings** (e.g., demonstration tables) should not be moved without first consulting the Prep Room staff. Arrangements must be made before your event by

Contacting the Prep Room at prep@fas.harvard.edu or 617- 495-5357. Damage caused by non-compliance with this policy will be the responsibility of the Event Organizer.

- **Photographs, Video, or Film:** Photographs, videos, and films taken on the Science Center's premises may not be reproduced further and may not be used for commercial purposes without prior approval from Harvard Public Affairs and Communications' media relations office. People interested in taking or contracting photographs or filming the campus for commercial or news purposes must seek permission from them first. To request the mandatory permit, please contact HPAC Media Relations at 617-495-1585. Prior to the date of the event, a copy of the permit must be sent to Science Center Building Operations: sc_sched@fas.harvard.edu. HPAC or Science Center Building Operations reserves the right to deny any unapproved materials or activities considered inappropriate or a threat.
- **Sales:** Event groups must hire a uniformed HUPD police detail when money changes hands. Credit card transactions are permitted without a police detail. To request a police detail: <http://www.hupd.harvard.edu/request-event-detail>. The sale of materials associated with an event may be done within reserved lecture halls and classrooms. Only tickets and registrations may be sold in the Science Center Arcade.
- **Science Center labs access:** Access is restricted to Authorized Personnel Only.
- **Smoking:** no smoking is allowed in the building.
- **Use of Name Agreement:** Groups unaffiliated with Harvard University shall not use the name "Harvard" or "Science Center" (alone or as part of another name) or any logos, seals, insignia or other words, names, symbols or devices that identify Harvard, the Science Center, or any other Harvard school, unit, division or affiliate for any purpose in connection with the use or occupancy in the Science Center except in any description of the location of the event as discussed below. Any description of the location of the event may on or is in any way in any way involved in the event; phrases such as "at the Science Center" may be used, but only as part of a factual statement to describe the location where the event is taking place and never as part of the name of the event.

REQUIRED SERVICES

- **Custodial Services:** Event Organizers of the space will be financially responsible for custodial service that falls outside of the regular daily activities or hours of the custodial staff. The exact number of staff and hours needed is based on the complexity and type of event. Custodial charges are based on the following factors: length of event, attendance; food and beverage events; furniture set-up needs; trash removal, recyclables, and composting; room, space and restroom clean-up after the event.
- **Electrical Support:** If electrical support is required, it will be coordinated by Building Operations and managed by Harvard's Facilities Maintenance Operations [FMO]. Electrical requirements must be submitted in writing for review by Building Operations:

sc_sched@fas.harvard.edu. Extra electrical support should be requested two weeks prior to the event. Event Organizers will be responsible for all associated fees.

- **Furniture for Events:** The Science Center has a limited inventory of event furniture. A maximum of ten six foot tables and twenty folding chairs may be reserved for a single event. Requests to use Science Center furniture should be submitted to sc_sched@fas.harvard.edu. Staging, pipe and drape, and extra furniture should be arranged through Crimson Catering at 617-496-6000, or visit <https://dining.harvard.edu/crimson-catering/how-can-we-help-you>
- **Media Services Policy:** For access to media equipment in the room contact the Prep Room at prep@fas.harvard.edu. Media Services' Prep Room provides the following services:
 - computer and video projection
 - laptop rental (for FAS classes only, limited supply)
 - audio and visual recording
 - tele and videoconferencing
 - live sound system reinforcement.
- **Parking:** Scheduled event parking is available for a fee. To arrange for parking contact the University Parking Office at 617-496-7827 or parking@harvard.edu.
- **Security and Police Detail Policy:** The Science Center reserves the right to require security and/or a police detail at the expense of the host if deemed necessary. A uniformed Harvard University police officer must be on duty if (a) any money changes hands within the Science Center (including cash bars, book sales, donations, entrance fees); or (b) alcoholic beverages are served in the Science Center; or (c) any event where non-Harvard security will be present. Arrangements must be made directly with the Harvard University Police (1033 Massachusetts Avenue; <http://www.hupd.harvard.edu/detail/>). The minimum charge for this service will be for a 4-hour shift. A copy of the confirmation of the detail hired must be sent to Science Center Building Operations before the date of the event. The Science Center may refuse to open a hall or classroom if a police officer is not present as required. Securitas Inc. provides routine security coverage at the Science Center, but additional security may be required for events that occur after 5pm and on weekends and holidays. A Securitas security guard may be hired for non-alcohol and money-changing hands events. The cost ranges from \$37.88-\$42.84/hr, with a four hour minimum. [Rates are subject to change.] The event host department or group is financially responsible for added security.

DISPLAYS / ADVERTISING

- **Exhibits in the Arcade** need to be approved by Building Operations. A proposal must be submitted in writing to sc_sched@fas.harvard.edu. The proposal shall include a floor plan showing event layout, use of power, lighting, and furniture needs.
- **Student Group Arcade Displays:** Only organizations that are approved by the Office of Student Life prior to the issuance of this contract are eligible to use the Arcade. A description of the display must be submitted in writing to Building Operations at sc_sched@fas.harvard.edu. Student representatives are not permitted to do their own programming on campus (e.g. tabling, meetings, etc.)
- **Art Displays:** A student organization may reserve up to six easels for art and photography displays for one week in the Science Center central arcade between lecture halls B and C. Space for larger displays requires approval by Science Center Building Operations. A written proposal with specific areas designated on a floor plan must be submitted at least two week prior to the date of the event. The cost to hang photography and/or art on the display wall in the central arcade will be determined on a case by case basis at a rate of \$89.00/hr.
- **Decorations:** Requests to hang decorations must be submitted to Building Operations at sc_sched@fas.harvard.edu at least one week prior to the event. Candles are prohibited in all spaces per City of Cambridge Fire Department Regulations.
- **Posters** or any other material may be hung only on the bulletin board directly opposite the elevators on the first floor or placed on easels. Posters, or any other materials, may not be hung on doors, windows, paneling, walls, furniture, columns, floors, paths, walkways or handrails. For special advertising requests contact Building Operations at sc_sched@fas.harvard.edu.

EVENT GUIDELINES FOR THE CAFÉ AREA

Requests to reserve the Café must be submitted online through RoomBook: roombook.harvard.edu.
Café reservations are not permitted during days that the Café is open for business.

CAPACITY: Total capacity of the Café area is 198 people. Building fire codes limit the number and arrangement of tables in the café which may reduce total capacity. An event floor plan must be submitted for approval to Building Operations at least two weeks prior to the event. Existing seating capacity is 100.

CATERING: Clover is one option for catering services. Outside vendors are welcome. The Café kitchen will not be available for outside vendor use.

CONFIRMATION: Reservations are confirmed when the requestor receives an email confirmation with a reservation number. The requestor will also receive a copy of the Room Rental Contract and estimates of the room rental fees and custodial service charges.

CUSTODIAL SERVICES (including furniture arrangement): Harvard Facilities Maintenance Operations (FMO) provide custodial support for events at the Science Center. Custodial service is a condition of using space at the Science Center. Custodial service is based on an hourly rate which is subject to change. A minimum of four hours is applied to each event. An estimate of total custodial fees is provided in the reservation confirmation email.

The actual fee is calculated after the event is complete and is based on the total number of service hours reported. A Harvard 33-digit billing code or a check made payable to “Harvard University” for the estimated custodial service fee must be submitted a week before the event.

RESERVATION TIME (Set-Up/Break-down): On weekends, set-up may begin as early as 6:00am or at least one-hour before the start of the event. Furniture and equipment brought in to the Science Center must be removed immediately after the event ends.

ROOM RENTAL CONTRACT: The Requestor will receive with the email confirmation the room rental contract with the “Rules Governing the Use of the Science Center.” The requestor must respond with an email acknowledgement of having received and reviewed the contract.

ROOM RENTAL RATE: The current room rental charge is \$500 half day or \$1000 full-day for Harvard non-FAS events. There is no room rental charge for FAS events. All non-Harvard groups must submit requests directly through the Events Office: events@harvard.edu. The Café & Courtyard rental package is \$800 half day or \$1600 full day.

SECURITY: Securitas provides routine security coverage for the Science Center. Additional security, charged to the event, may be required for events that occur after afterhours, on weekends, or on holidays. Security guards will unlock and secure gates from the Cabot/Café/Coffee bar areas, adjust the Glass Partition closest to the Cabot Library, and secure doors to the back kitchen area for the hours the Café is reserved.

SPACE PLANS and FURNITURE: A space plan must be submitted two weeks in advance of the event and must include a request to reconfigure the furniture in the café or have the furniture removed. The Science Center has a limited inventory of event furniture—tables, chairs, stanchions, easels. Staging, pipe and drape, and extra furniture should be arranged through Crimson Catering.

STORAGE: The Science Center has one room for event storage. The room must be reserved through Building Operations— sc_sched@fas.harvard.edu. The storage room is reserved on a first-come, first serve basis and can only be reserved a day before and through the day after the event. The event organizer must sign out a key to the storage room.

EVENT GUIDELINES FOR THE COURTYARD

Requests to reserve the Courtyard must be submitted online through RoomBook: roombook.harvard.edu.

CAPACITY: Total capacity of the Courtyard is 378 people.

CATERING: Clover is one option for catering services. Outside vendors are welcome.

CONFIRMATION: Reservations are confirmed when the requestor receives an email confirmation with a reservation number. The requestor will also receive a copy of the Rental Contract and estimates of the rental fees and custodial service charges.

CUSTODIAL SERVICES (including furniture arrangement): Harvard Facilities Maintenance Operations (FMO) provide custodial support for events at the Science Center. Custodial service is a condition of using space at the Science Center. Custodial service is based on an hourly rate which is subject to change. A minimum of four hours is applied to each event. An estimate of total custodial fees is provided in the reservation confirmation email. The actual fee is calculated after the event is complete and is based on the total number of service hours reported. A Harvard 33-digit billing code or a check made payable to “Harvard University” for the estimated custodial service fee must be submitted a week before the event.

RESERVATION TIME (Set-Up/Break-down): Set-up may begin as early as 6:00am or at least one-hour before the start of the event. Furniture and equipment brought in to the Science Center must be removed immediately after the event ends.

ROOM RENTAL CONTRACT: The Requestor will receive with the email confirmation the room rental contract with the “Rules Governing the Use of the Science Center.” The requestor must respond with an email acknowledgement of having received and reviewed the contract.

ROOM RENTAL RATE: The current room rental charge is \$400 half day or \$800 full-day for Harvard non-FAS events. There is no room rental charge for FAS events. All non-Harvard groups must submit requests directly through the Events Office: events@harvard.edu. The Café & Courtyard rental package is \$800 half day or \$1600 full day.

SECURITY: Securitas provides routine security coverage for the Science Center. Additional security, charged to the event, may be required for events that occur after afterhours, on weekends, or on holidays.

SPACE PLANS and FURNITURE: A space plan must be submitted two weeks in advance of the event and must include a request to reconfigure the furniture in the café or have the furniture removed. The Science Center has a limited inventory of event furniture—tables, chairs, stanchions, easels. Staging, pipe and drape, and extra furniture should be arranged through Crimson Catering.

STORAGE: The Science Center has one room for event storage. The room must be reserved through Building Operations— sc_sched@fas.harvard.edu. The storage room is reserved on a first-come, first serve basis and can only be reserved a day before and through the day after the event. The event organizer must sign out a key to the storage room.

MANDATORY CONTRACT ACKNOWLEDGEMENT

Email acknowledgment to sc_sched@fas.harvard.edu of having received and reviewed this Contract, which confirms that "I agree to all of the policies and procedures stated above. Disregard for any rules and/or policies stated within this contract, may result in the cancellation of my event and the forfeiture of all fees paid, or to be paid, in accordance with this agreement. I agree to indemnify and hold harmless the President and Fellows of Harvard College, its officers, agents, and employees against any claims for damages to property in the possession or care of the undersigned, its agents, employees, or invited guests."