

2024-2025 Thompson Room Bookings

Your submission of a room request confirms that you have read and understand the guidelines below.

General

1. The Thompson Room can only be booked by Harvard faculty or staff. The booking party is responsible for ensuring that all guidelines are followed and will be responsible for any related charges.
2. Any event open to undergraduates must be staffed by the faculty or staff requesting the space. The faculty member may assign a staff member to attend the event in their stead.
3. Do not build in set-up and break-down time into your request. One half hour will be built in for set-up and break-down by the reservation system. You must request more setup time if needed.
4. Maximum room capacity is 98 people per Massachusetts Fire and Emergency Evacuation Codes and Laws. The space cannot be used for events with more than 98 people.
5. Attendees must be internal to Harvard or "Harvard-sponsored visitors to the FAS." We are currently **not** booking the space for events that will involve the public.
6. Security and/or Custodial charges apply on weekdays when the building is closed and on weekends. As of April 2023, the charges are \$106 per hour with a four-hour minimum and includes both custodial and security services. Charges are subject to change.
7. Please do not post anything on the wood or masonry, as the adhesive can cause permanent stain. No open flames or candles permitted.
8. Three furniture schemes are offered. If you rearrange the furniture outside of these three schemes, please return the furniture to the original set-up. All furniture must remain within the Thompson Room.
9. The security/ custodial crew is notified on Thursday of the next week's Thompson Room activity and schedules are set. Changes made after this date to reservations may not be possible to accommodate.

Catering and Media

10. All A/V and Media needs must be arranged separately through Education Support Services ess@fas.harvard.edu.
11. All catering needs must be arranged through caterers directly, not through the Thompson Room reservation staff. Two 6 ft folding tables are always set up in the back right corner of the room for food. If you need more, please use the "additional set up" field on the reservation form.
12. **If you're bringing a caterer onto the Harvard Campus, please share this link with them and make sure to receive a certificate of insurance from them that shows the minimum insurance coverage required by Harvard Risk Management. <https://rmas.fad.harvard.edu/pages/vendor-and-contractor-insurance-requirements>**
13. [Alcohol policy](#) non-students
14. Alcohol policy for students [\[HUPD website student handbook\]](#)

Cancellations and Changes

15. Please email humspace_bookings@fas.harvard.edu to submit any changes to your reservation. Bookings canceled with less than 3 business-days' notice may still incur the related security and custodial charges.

Building Hours

16. Barker Center hours are 8am to 10pm M-F.
17. On weekends and holidays, the Barker Center is closed.
18. When you make a reservation, building operations hires security and custodians to support your event. Do not plan to have access to your room prior to or after your reserved time. Likewise, do not request to extend your reservation with Security.

Important Phone Numbers

19. For lockouts in the Yard (during your reserved time):
 - a. M-F 8am-4:30pm (excluding Holidays)- **Yard Operations at 617-495-1874**
 - b. All other times- **Securitas at 617-496-9370** or visit the Widener Gate Security Office
20. For maintenance or ventilation emergencies, contact the University Operations Center at 617-495-5560.
21. For lost and found, contact Dorm Crew at 617-495-5569 or HUPD at 617-495-1783