HMS Outdoor events criteria:

- HMS Outdoor space is reserved for HMS student-focused events and other events benefiting the entire HMS community (noon concerts, bike fair).
- The intent is to maintain the Quad as the centerpiece of the campus, keep ambiance, and not damage grounds and surroundings.
- No organized sporting events are to be held on Quad lawn.
- Major tent set ups are for Harvard Commencement and White Coat Ceremony only.
- Any exception to this policy will be at the discretion of Campus Planning Office and will be considered only if the event is a major Medical School function.

Quad Reservations:

- All outdoor events will be scheduled with Room Scheduling, link to view schedule: roomscheduling.hms.harvard.edu. Requests to be sent to room_scheduling@hms.harvard.edu
  - Person or department making the reservation is responsible for securing all below items for their event.
  - A 33-digit code is required and minimum charge is $150.
  - Final floor plans, and all permits and licenses must be confirmed 5 days prior to the event to confirm security, custodial, and other services.
  - If person making reservation is different than the on-site event contact, please provide on-site contact name and cell phone number.
  - Information required will include name of event, number of attendees, organization/department sponsoring event,

Security and Liquor rules

- All outdoor events are subject to a security and/or HUPD detail. Need will be at the discretion of the Campus Planning Office.
- Any events serving alcohol will require an HUPD detail, TIPS certified bartenders, and City of Boston liquor license http://www.cityofboston.gov/licensing.
- Any events with a cash exchange will require an HUPD detail.
- HUPD details must be arranged here: http://www.hupd.harvard.edu/request-event-detail
- If the event is non-HMS and serves liquor and has music, an entertainment license is required http://www.cityofboston.gov//consumeraffairs/entertainment.
- **Vehicles are permitted on the pathways only.**
  - One vehicle may remain on the pathway only if food is being served out of the truck. Otherwise, the pathways are for drop-off only.
  - Please contact the Parking Office at 617-432-1111 to make arrangements.

- **Custodial Services and set up rules**
  - HMS Custodial Services will assist with all set ups and clean up.
  - Arrangements can be made through Room Scheduling. A 33-digit code is required and minimum charge is $150.
  - The area used must be left as it was found. (i.e., no overflowing trash receptacles)
  - Tents require their own permits, you must obtain your own (https://permits.boston.gov)

- **Facilities (617-432-1901) will need to be made aware of any need for electrical power.**

- **Grilling**
  - Propane grills are permitted for use only by caterers. Security will require a copy of the caterer’s insurance policy. Caterer must have a fire extinguisher.
  - Maximum propane allowed on site is 40 lbs, in approved locations, otherwise Boston Fire Department permit is required
  - Solid fuels are not permitted. (charcoal, woodchips, fuel pellets)
  - Grills must be located at least 25’ from any structures, doors, windows, or building air intakes.
  - Contact Environmental Health and Safety at (617-432-1720) in advance of any grilling events with any additional questions.