



### 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](http://roomscheduling.hms.harvard.edu). Requests to be sent to [room\\_scheduling@hms.harvard.edu](mailto: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.