Guidelines for Room Reservations & Sponsorship

Who qualifies?
Harvard faculty, academic departments, and centers may submit requests for event funding and/or to reserve rooms at the Center for academic events, such as lectures, symposia, conferences, and roundtables. In general, room reservations for these Harvard groups do not carry a fee.

Funding and Co-Sponsorship Requirements
Funding requests must be submitted to CES for review and must include a description, preliminary agenda, list of speakers, and budget. If CES agrees to fund an event, it should be considered a “co-sponsor.” In some cases, CES is considered a co-sponsor by offering the use of the Center for an event. If CES is co-sponsor, organizers must include its logo, full name (Minda de Gunzburg Center for European Studies), URL and mission description in print and online promotions. The Center will provide details and may assist in event promotion.

CES Hours of Operation
CES is open Monday-Friday from 9:00 am - 6:00 pm, excluding holidays. CES is closed on weekends and university holidays. Events should be planned within these business hours. CES’ doors are locked until 9:00 am and after 6:00 pm on weekdays. Therefore, caterers must plan to arrive at CES after 9:00 am. Any food should be planned to be served after 9:30 am to allow sufficient set up time.

Reserving Rooms
Any events held at CES on a weekend require prior approval. If approved, organizers must dedicate staff to oversee the entire event. Organizers must also budget for a CES receptionist to be present throughout the event and for custodial services.

Event organizers are responsible for any damage done to Center furnishings, carpets, or equipment. Nothing may be taped or hung on the walls or doors of the rooms. Organizers must pick up food or trash and return tables/chairs to their original position.

All reservation and catering inquiries must be directed to CES Program & Outreach Coordinator Roumiana Theunissen (rtheunissen@fas.harvard.edu).

Room Capacities: (see backpage for images)
- Goldman Room: 24 seated @table; 40 max.
- Cabot Room: 15 seated @table; 40 max.
- Lower Level Conference Room (LL1): 75 max.*

*No food or drink allowed in LL1 except water. No exceptions.

Note: Rentals of the Adolphus Busch Hall Museum (99 max. capacity) are governed by Harvard Art Museums. Please contact Shawna Plumer, Coordinator of Facility Rentals Program (shawna_plumer@harvard.edu) for more information.

Recommended Caterers
If catering is approved, organizers may use their caterer-of-choice. CES recommends the following catering companies that are familiar with the CES facility and policies. Organizers must ask caterers to bring glasses, plates, cutlery, napkins, ice, etc. CES does not provide these items. Organizers pay for all catering charges.

BG Events and Catering
www.bgeventsandcatering.com

The Catered Affair:
www.thecateredaffair.com

Crimson Catering:
dwww.dining.harvard.edu/crimson_catering/index.html

Danish Pastry House:
dwww.danishpastryhouse.com

Alcohol Policy
If an event includes alcoholic beverages, organizers must hire a bartender with a liquor liability license of $2 million. Many caterers can provide a bartender and liquor liability license.

Harvard’s Student Event Services (SES) provides student bartenders at a low cost who carry the proper licensing. They will help with light setup/cleanup but nothing more, and they do not bring supplies. http://cqh.harvard.edu/bartenders-hire

Smoking Policy
Harvard University has designated the outdoor areas comprising the North Yard (where CES is located) and Harvard Yard as tobacco free. Smoking is therefore not permitted in Adolphus Busch Hall and the courtyard.
Telephone Service
The Center’s front desk phone is available. Local calls are free. A credit/phone card is required for long-distance calls.

Internet Access
Wifi access is available to Harvard guests through the “Harvard University” wireless network. Harvard members should use their HUID and PIN. Non-Harvard guests may connect to the Harvard wireless network by registering with the “Harvard Guest” SSID. Once that is selected, guests should open their browser and will find the guest access login page.

A/V and Media Services
The conference and seminar rooms are equipped with blackboards, an LCD projector and screen, and audio speakers.

CES provides the following items at no extra charge:

- PowerPoint remote/pointer
- Windows 7 laptop and mouse
- Microphones (tabletop or lapel)
- Assistive Listening System (LL1 only - 4 available)
- Document Camera
- VCR/DVD - Multi-standard/region capability
- Digital Audio Recorder
- Whiteboards

Event organizers must arrange additional A/V needs, such as videorecording or livestreaming. Event organizers must pay for all charges associated with these services. Please contact the following vendors for service information and costs:

- FAS Media and Technical Services (MTS) is a Harvard service that offers A/V support for events. http://ims.fas.harvard.edu
- Bay State Sound is an approved vendor in case MTS is not available. http://www.baystatesound.com

Parking and Taxis
Parking is not available at the Center. The CES receptionist can assist in calling taxis.

Wheelchair Accessibility
CES has a wheelchair lift at the Cabot Way entrance, intended for the sole use of individuals needing ADA access to Busch Hall. Using the lift for any other purpose, including lifting boxes or other items, is strictly prohibited. Please notify CES in advance if an event attendee may need to use the wheelchair lift. CES also has ADA accessible restrooms.

Unscheduled University Closures
In case of an emergency or inclement weather, Harvard University or Harvard’s Faculty of Arts & Sciences may announce a university closure. CES must follow closure instructions and cancel any scheduled events. CES will try to contact event organizers as soon as possible and attempt to reschedule cancelled events.

Printing Services
No public printing or copying access is available at the Center.

Use of Harvard’s Name
Please consult the Harvard Trademark Program (trademark.harvard.edu) for guidance on the appropriate use of the name “Harvard” (alone or as part of another name) or any logos, seals, insignia, or other words, names, symbols, or devices that identify Harvard or any Harvard school, unit division, or affiliate for any purpose in connection with the proposed event.

CONTACT INFORMATION:
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