

HARVARD LAW SCHOOL EVENTS OFFICE

Use of Facilities - Additional Information Page - HLS Student Groups

CONTACT INFORMATION

Name of Primary Contact

Telephone

E-mail address

Name and Address of organization

Organization telephone

Organization facsimile

HU 33-digit code

(If you have been told that you are required to rent tables please provide your group's 33-digit billing code here. This number can be obtained from the Dean of Student's Office.)

EVENT INFORMATION

Event name as publicized

Event location

Event date

Event begin/end time

Fees or other charges

HLS Events Office – Initial Approval

Event details

(please provide detailed information regarding your event: Be sure to include information on entertainment, beer and wine, all alcoholic beverages, raffles and vending.)

SPONSORS

Please list all sponsoring and co-sponsoring organizations

VENDORS

Please list all outside vendors hired by your organization for this event. This information is needed in order to address proper access for vendors, security notification, scheduling and other concerns. One day vending licenses are required for all vendors.

For food and beverages Sodexo Services is the official food service provider at Harvard Law School. No program, organization, student group, individual or off-site caterer is allowed access to any kitchen facility.

DEAN OF STUDENTS

Some events may require additional approvals before the event and room schedules can be confirmed. Such events include [but are not limited to]: non Law School events, HLS student organization parties, events requiring City licenses, conferences, events involving VIP participation, events involving controversial or sensitive subject matter. Contact the Law School Dean of Students at 617-495-1880 or by e-mail at cosgrove@law.harvard.edu

Yes No HLS Dean of Students _____ Date _____

HARVARD INSURANCE OFFICE

Student organization sponsored events may not be covered by Harvard University liability insurance. Event organizers must contact the Harvard Insurance Office in order to confirm or secure liability protection for their event. The Primary Contact person for the event should call the insurance office for an appointment. Contact Lee Ann Ross at the University Insurance Office at 617-495-8668 or by e-mail at lee_ann_ross@harvard.edu

Yes No HU Insurance Office _____ Date _____

HARVARD POLICE

A police detail is required when admission fees or donations are accepted at the door, when alcohol is sold, or when alcohol is served and the number of people in attendance exceeds 50. Special police and security measures are required at any event for which there is a concern regarding the safety of the principal attendees, the listening or viewing audience, the Harvard Law School or Harvard University Community, or the neighborhoods of Cambridge or other cities. Contact the Harvard Police Detail Office at 617-495-0832. Web site at www.hupd.harvard.edu

Yes No HU Police Detail Original copy of Police Detail form must be returned to the Special Events Office

Yes No Special Security Arrangements must be coordinated with appropriate HLS, HU & HUPD administrators

Harvard Police _____ Date _____

LICENSES

An entertainment license is required for events for which an admission or other charges are made at which entertainment is occurring. An Alcohol License is required for events where liquor is sold either directly or by means of a cover charge. Contact the City of Cambridge License Office at 617-349-6140. Web site at www.ci.cambridge.ma.us/~license/permitsandlicenses All licenses must be issued at least three business days in advance of the event.

Yes No Entertainment License Original copies of all licenses must be returned to the Events Office

Yes No Alcohol License Original copies of all licenses must be returned to the Events Office

Submit this request form to: Harvard Law School Events Office, Pound Hall, Room 207, 1563 Massachusetts Avenue, Cambridge MA 02138 Telephone 617-495-3129, Fax 617-496-2869 E-Mail events@law.harvard.edu

FOR OFFICE USE ONLY

Room(s) Assigned _____

Comments _____

Confirmed

Final Approval HLS Events Office _____ Date _____

See Harvard Law School Events Office *Scheduling Policy, Procedures and Information*. Obtain a hard copy at the HLS Events web site at www.law.harvard.edu/administration/eventsoffice or at the office address below.