

7/1/25

NORTHWEST BUILDING EVENT REQUEST PROCESS

For Harvard Departments

STEP 1: SEARCH AND INITIAL APPLICATION

1. Timing:

- Begin the reservation process at least 30 days prior to your event.

2. Room Availability:

- Go to the Roombook WebApp at <https://roombook.harvard.edu/>.
- Select "FAS".
- Use the "Northwest Building Event Request" template to find available dates.

3. Event Details & Application:

- Enter all required details about your event.
- Upload required documentation into the template.
- Billing Code:
Enter the full 33-digit billing code (no Xs or missing segments, must be complete).
- Check with your department's finance team if you're unsure of the code.

4. Event Requirements:

- Indicate whether food will be served.
- Specify if you need furniture rearranged.

5. Submission Status:

- Once submitted, status will be "Pending Approval – Holds Space."
- It becomes "Confirmed" after review for completeness.

STEP 2: SUBMIT SUPPLEMENTAL DOCUMENTATION

1. Floor Plan:

- Submit a completed floor plan. If you want a rearrangement, upload a pictorial plan of your desired layout.

- For blank templates or existing setup, email NWEvents@fas.harvard.edu.

2. Electrical Services:

- For additional equipment (mobile lighting, DJ, etc.):
- Upload confirmation or waiver from Matthew_Decost@harvard.edu.
- Electrical services are billable and separate from A/V services.
- For A/V equipment already in the space, contact ESS@fas.harvard.edu.

7/1/25

3. Custodial Fees:

- Current rate: \$62/hr, 4-hour minimum.
- Contact nw_custodial_event_support@calists.harvard.edu to:
 - Review your floor plan.
 - Determine custodial needs/fees.
 - Set up a walk-through if necessary.
- Fees will be charged to your billing code by Campus Services/FMO Custodial.

4. Room Rental Fees:

- B100: \$1,000/day
- NW Café Seating: \$500/day
- Classrooms & Lecture Halls B101–B129: No rental fee
- Note: Food & drink not allowed in B101 or B103
- Departments with labs/space in Northwest: Rental fee waived; custodial fees still apply.
- Half-day rates NOT available.

FINAL SUBMISSION & CONFIRMATION

Upload all required documentation to your online application.

- Application & documentation must be complete at least THREE WEEKS prior to event date.
- Late/incomplete applications risk cancellation.
- Reservation is confirmed only after all documentation is received and reviewed.
- Final confirmation will be emailed by Northwest Operations.

Contact List:

- Floor plan templates/setups: NWEvents@fas.harvard.edu
- Electrical services: Matthew_Decost@harvard.edu
- A/V equipment: ESS@fas.harvard.edu
- Custodial services + walkthrough: nw_custodial_event_support@calists.harvard.edu

7/1/25

Quick Checklist:

- Start at least 30 days before event
- Submit request via RoomBook (FAS > Northwest Event Request)
- Complete event details & upload preliminary docs
- Enter full 33-digit billing code
- Upload floor plan (have template if needed)
- Upload electrical service confirmation/waiver (as needed)
- Arrange custodial review and walk-through (email floor plan)
- Pay all applicable fees (rentals, custodial, electrical)
- Finish all uploads at least 3 weeks before the event
- Await email confirmation

Let me know if you want this as a formatted PDF, summary sheet, or have other questions!

~Contact Jesselynn Opie at NWEvents@fas.harvard.edu.