

Northwest Building Event Request Process - Student Groups

Step 1: Begin Reservation (at least 30 days in advance)

- Check room availability
 - Go to RoomBook WebApp
 - Select "FAS" and use "Northwest Building Event Request - Student Orgs" template
- Enter event details
 - Fill in event name, date, time, food info, expected attendance, furniture needs, etc.
- Upload required documentation
 - Event approval (see Step 2)
 - Pictorial floor plan
 - NW custodial manager approval of the floor plan
 - Confirmation or waiver of electrical support
 - MA Crowd Manager Certificate (if applicable)
- Status: Your request is now "Pending Approval - Holds Space." It will be reviewed for completeness before it can be "Confirmed."

Step 2: Obtain Harvard Event Approval

- Get approval for the event and upload a screenshot to RoomBook
 - Undergraduate groups: Approval via [Student Organization Center at Hilles](#)
 - GSAS grad groups: Status verification [email](#) from [GSAS Student Center](#)
 - Non-GSAS/University-wide grad groups: Approval [email](#) from [Office of the Provost](#), Associate Director for Student Engagement
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Step 3: Upload Additional Documentation

- Completed floor plan
 - If rearranging, upload pictorial layout; email NWEvents@fas.harvard.edu for templates if needed
- Confirmation or waiver of additional electrical support
 - Contact [Matthew Decost@harvard.edu](mailto:Matthew.Decost@harvard.edu) regarding special equipment (lighting, DJ, etc.) (Not needed for embedded AV)
 - Embedded AV questions: ESS@fas.harvard.edu
- Pre-payment of custodial and electrical fees
 - Custodial: \$62/hr, 4-hour minimum
 - Contact nw_custodial_event_support@calists.harvard.edu to schedule a walk-through of the space and to discuss your floor plan, request use of Northwest furniture or coordinate delivery of rental furnishings.
 - Room rental is waived for student groups
- Crowd Manager Certificates
 - If event has ≥ 100 attendees with music/dancing: One certified crowd manager per 100 attendees (see Mass.gov for training info)
 - Upload certificates at least 2 weeks before event
- All documentation for your event must be uploaded to Roombook at least three weeks before the event

Deadlines & Important Info

- Reservation requests: At least 30 days before event date
- All documentation uploaded: At least 3 weeks before event date.
- Crowd Manager certificates: At least 2 weeks before event
- Reservation is confirmed only after ALL documents are uploaded and ALL fees are paid—you'll receive email confirmation. An unconfirmed request or "Pending" reservation is not a confirmation.

- Late cancellation fee: Events cancelled within 2 weeks of event date will incur a \$250 late cancellation fee
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Quick Contacts

- Room/floor plan templates/questions: NWEvents@fas.harvard.edu
 - Electrical support: Matthew_Decost@harvard.edu
 - A/V equipment: ESS@fas.harvard.edu
 - Custodial info/fees: nw_custodial_event_support@calists.harvard.edu
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Summary Checklist

- Reserve room 30+ days in advance
 - Upload event approval
 - Upload pictorial floor plan (if necessary)
 - Upload custodial manager approval of floor plan
 - Upload electrical support confirmation/waiver (if needed)
 - Upload Crowd Manager Certificates (if applicable)
 - Upload ALL documents to RoomBook 3+ weeks before event
 - Receive email confirmation
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Tip: Start early and upload everything on time to avoid delays and late fees!