

Late Room Reservation Request

Holmes Hall 1
(617) 495-3129
events@law.harvard.edu

By filling out and submitting this form you understand that your billing code will be charged a \$26 administrative fee for each room you have requested. If you will need catering or AV services, please make sure to contact these providers directly. They may also charge a late reservation administrative fee. To avoid this fee in the future, please make your reservation, using the [HLS Online Room Scheduling System](#), more than three (3) business days prior to your first event date.

Please note that for any event with fewer than 20 participants and no need for services (room setup, AV, etc.) you may book a room using the Express Reservation in the [HLS Online Room Scheduling System](#). There is no fee for this kind of reservation .

Room reservations are not guaranteed until you receive a written room confirmation. Same day requests will be processed as soon as possible, otherwise, allow at least one (1) business day for the request to be processed.

All fields below are required. Incomplete forms will not be processed.

CONTACT INFORMATION

Event Contact:

Telephone:

E-mail address:

Sponsoring Organization/Professor/Department:

HU 33-digit code:

EVENT INFORMATION

Event Name:

Event Type:

Date:

Start Time:

End Time

Room Preference(s):

Setup Count:

Set Up Type:

Catering? RA Outside None

For RA catering orders, please e-mail catering@ law.harvard.edu

Alcohol? Yes No

Media Services? Yes No

Please e-mail av@law.harvard.edu

Special Instructions or Notes for the Office of Event Scheduling and Support:

Reason for late request: