

2024-2025 Cambridge Queens Head Event Bookings

Your submission of a room request confirms that you have read and understand the guidelines below.

General

1. We require notice of **at least 5 business days** to review and approve your request. This allows us sufficient time to properly coordinate staffing and ensure your event runs smoothly.
2. The CQH may be booked by the following groups:
 - a. Dean of Students Office units
 - b. Harvard student organizations
 - c. Harvard faculty/staff/offices/departments
 - d. Outside groups
3. The booking party is responsible for ensuring that all guidelines are followed and will be responsible for any related charges.
4. Any event open to undergraduates must be staffed by the faculty or staff requesting the space. The faculty member may assign a staff member to attend the event in their stead.
5. Reservations for student organizations require a student organization leader to be present for the duration of the event, who will be the point of contact for the DSO staff member.
6. Do not build in set-up and break-down time into your request. One hour will be built in for set-up and break-down by the reservation system. You must request more setup time if needed.
7. Maximum room capacity is 170 people per Massachusetts Fire and Emergency Evacuation Codes and Laws. The space cannot be used for events with more than 170 people.
8. Please do not post anything on the wood or masonry, as the adhesive can cause permanent stain. No open flames or candles permitted.
9. If you rearrange the furniture, return the furniture to the original set-up. An additional fee will be assessed if required to return the space to its original configuration.

Technology and Media

1. All A/V and Media needs must be arranged in advance. Included in the rental fee are access to connect a laptop and display materials on screen, a podium microphone, and a sound system accessible via Bluetooth for playlists.

Catering and Alcohol

1. All catering needs must be arranged through caterers directly. The event organizer must coordinate the catering delivery during the room reservation window. Event staff are not ServSafe certified and may not be tasked with food set-up and service.
2. If you're bringing a caterer onto the Harvard Campus, share this link with them and make sure to receive a certificate of insurance from them that shows the minimum insurance coverage required by Harvard Risk Management. <https://rmas.fad.harvard.edu/pages/vendor-and-contractor-insurance-requirements>
3. Alcohol is not permitted at events where students or the public may attend, unless the event organizer arranges for a licensed bartender(s). Crimson Catering is the recommended vendor. The event organizer agrees to be responsible for ensuring all Massachusetts laws and regulations are enforced at the event. Refer to the University [Alcohol policy for non-students](#) and/or the Alcohol policy for students [\[HUPD website student handbook\]](#).
4. Harvard staff events, where all guests are 21+, may provide and serve alcohol. It is recommended that the individual(s) serving has [TIPS certification](#). The event organizer agrees to be responsible for ensuring all Massachusetts laws and regulations are enforced at the event. Refer to the University [Alcohol policy for non-students](#) and/or the Alcohol policy for students [\[HUPD website student handbook\]](#).

Room Rental Rates

1. Rental fees are based on the type of organization reserving the space. Rates below are for events up to 4 hours in length. Events over 4 hours may have additional costs for event staff and custodial services.

Host Organization	Rate
Harvard Undergraduate Student Organizations	\$300
Dean of Students Office Units	\$300
Harvard-Affiliated Offices ¹	\$800
Outside Organizations	\$1,600

¹ Includes Harvard Graduate Student Organizations

2. Custodial charges may apply to events lasting over four hours or for events with high guest counts, due to additional trash removal. As of September 2024, charges are \$54.77 per hour with a four-hour minimum. Charges are subject to change.
3. Staffing charges may apply to events lasting over four hours or for events with high guest counts, due to additional staffing. As of September 2024, charges are \$50 per hour. Charges are subject to change

Cancellations and Changes

1. Email cqh@fas.harvard.edu to submit any changes to your reservation. Bookings canceled with notice of less than 5 business days be charged 50% of the room rental rate. Bookings cancelled with notice of less than 1 business day will be charged the full rate.

Building Hours

1. Memorial Hall hours are 7am to 7pm, Sunday through Saturday.
2. When you make a reservation, building operations is notified about your event. Do not plan to have access to the CQH space prior to or after your reserved time. Likewise, do not request to extend your reservation with Security.

Important Phone Numbers

1. For lockouts at Memorial Hall, contact Securitas at 617-496-9370.
2. For maintenance or ventilation emergencies, contact the Harvard Operations Center at 617-495-5560.
3. For lost and found, contact the Memorial Hall Administrative Office at 617-496-4595.

Updated 12/17/2024