

ROOM LAYOUT DIAGRAM
MEDICAL EDUCATION CENTER ATRIUM
MEC, 2ND FLOOR

Event Name: _____

Contact Name: _____

Event Date: _____

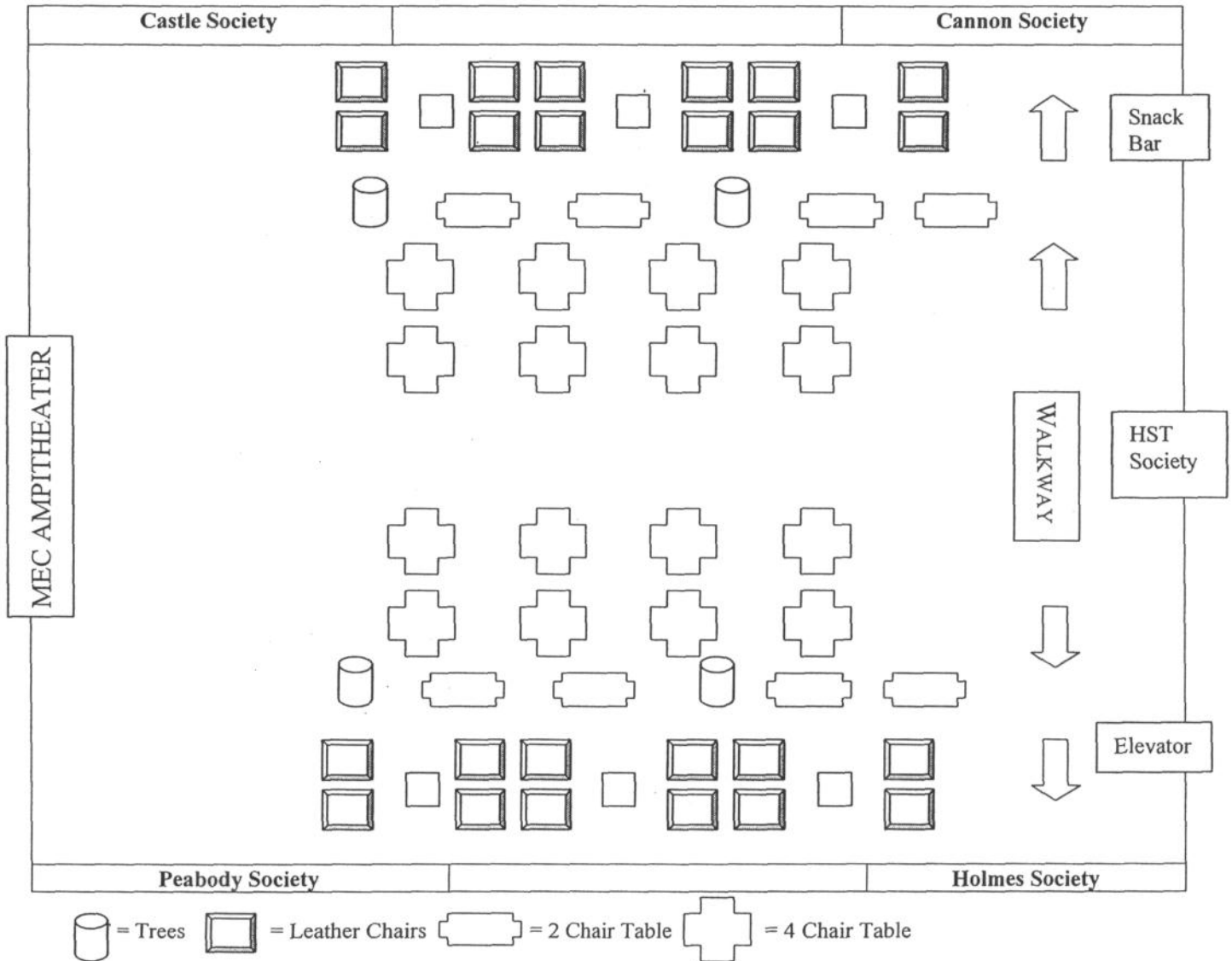
Contact Phone: _____

Event Time: _____

Number of People: _____

Billing Contact Name: _____

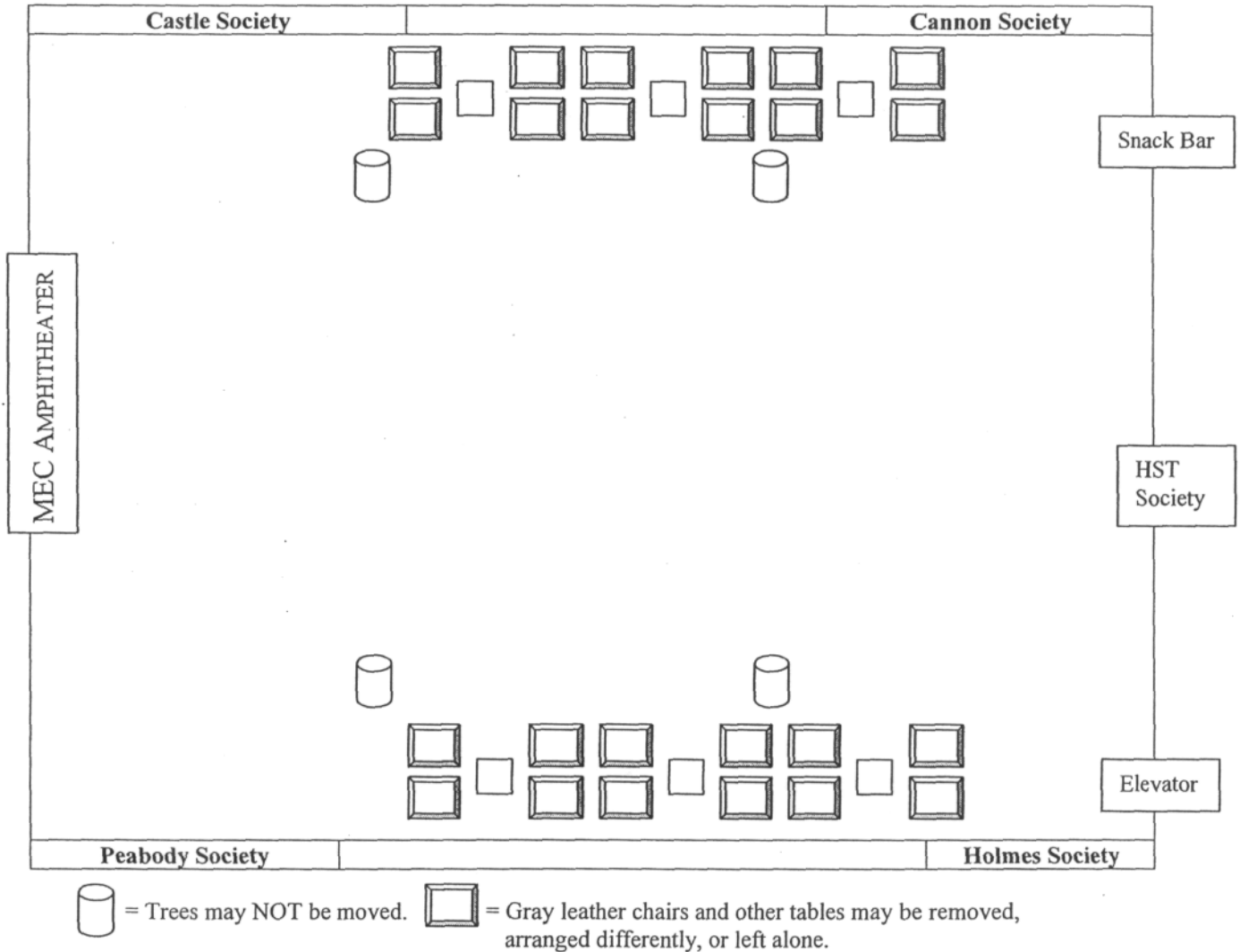
Account Number: _____



Please use this form to outline the room arrangement that you desire. When complete, please return it to:

Ellen Adams
Room Scheduling
180 Longwood Ave., Room 103
Boston, MA 02115
(617)432-2020
Room_scheduling@hms.harvard.edu

The completed form must be returned no later than 10 days prior to your event.



Round Tables seating 8 comfortably with a maximum of 20 tables. Fitting 200 people total.

Round Tables are 60 inches and with our chairs, it seats 8 per table - if rented, they can seat 10 per table.

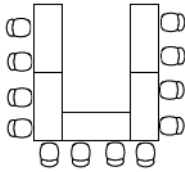
For set-ups different than the STANDARD set up, shown on front, you will be billed by Facilities Maintenance. The rates are \$25 per custodian for weekends and for weekdays, rates vary but less than weekend rate. For further information on billing, please call 617-432-1028.

Please note that the Atrium cannot be used before 2pm during weekdays.

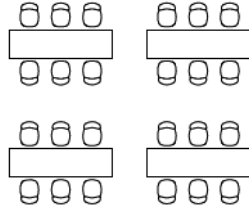
Caterers MUST remove all trash and serving materials at the end of each event.

Room Layouts

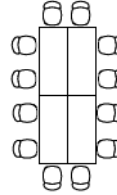
U-Shaped Style



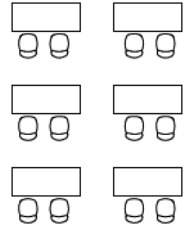
Rectangular Table Style



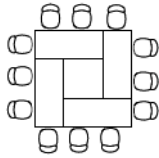
Conference Table Style



Classroom Style



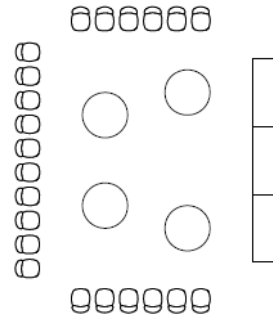
Hollow Square Style



Theater Style



Reception Style



Banquet Style

