

## CAS Space Use Guidelines

Harvard affiliates may request to book the CAS Lounge and meeting rooms for Africa-related events on weekdays from 9am-8pm. Advanced notice (minimum of two weeks) is required. Due to the Center's busy events schedule during the academic year, we recommend inquiring about availability one month in advance of your event or meeting.

## Space Details and Policies

- **CAS Lounge Capacity:** Up to 80 for a social event (Lounge style, mix of standing and seated); Up to 65 for a theater-style event (rows of chairs).
- **Booking fees:** While booking fees are not required, a facilities fee may be required to book the room for a theater-style event, as CAS will need to reserve Harvard Facilities to move the furniture. AV fees may also be required if you need AV support for your event. Please inquire about the details.
- **Alcohol and Catering:** Outside catering is permitted in the CAS space. Alcohol is not permitted at student events or events open to the general public unless a licensed bartender is hired to serve beverages and check IDs. You are responsible for supplying your own catering supplies (i.e. cups, napkins, plates, etc.). Water bottle filling stations are available.
- **AV:** The Lounge has the following AV supplies:
  - Projector and screen
  - Additional large television screen with HDMI
  - Podium with built-in microphone
  - One additional handheld microphone
  - Amplified sound\*

*We recommend meeting with CAS staff prior to booking the space to go over AV needs. Additional fees may be required to outsource AV support and supplies if CAS staff are unable to fully support your event.*

*\*Use of amplified sound may be limited if your event occurs at a time when African Language classes are taking place in the Center's classrooms/office spaces.*

- **Cleaning services:** Janitorial support is not available for events at CAS. All students and faculty who reserve the CAS space are required to clean up after themselves. Trash bags and cleaning supplies are provided by CAS. Counters and tables should be wiped down, and any dishes should be washed, dried, and put away. *For events that end after 5pm: please ensure that all garbage cans are emptied, and all trash is double-bagged, tied, and left in the kitchen area on the tile.*

## Reservation Instructions

- Contact Lindsay Moats ([lmoats@fas.harvard.edu](mailto:lmoats@fas.harvard.edu)) and copy Candace Lowe ([clowe01@fas.harvard.edu](mailto:clowe01@fas.harvard.edu)) **at least two weeks** prior to your requested event date.
- Please provide the following information:
  - Requested date and time (provide multiple options, if possible)
  - Anticipated attendance and audience
  - Desired layout (lounge or theater/lecture style)
  - Short event description
  - Anticipated catering and AV needs