



## Department Space & Facilities

Utilize this guide as a sample on how to plan space for departmental personnel or storage.

### Space Planning Committee

#### Committee Members:

Director of Administration, Department Chair, one additional senior faculty member

#### Guidelines for the Allocation of Space:

- Space may be allocated for a year or a semester. Faculty must reapply each year to renew their space allocation.
- Priority for space will ordinarily be as follows:
  1. RAs working with tenure-track faculty
  2. College Fellows or Lecturers teaching full-time, when no other department space is available
  3. Researchers/RAs paid on federally-funded grants run through FAS
  4. Researchers/RAs paid on non-federally funded grants run through FAS
  5. Researchers/RAs paid on grants run outside of FAS
  6. Lecturers or visitors teaching during the semester
  7. Visitors contributing to research
- All space is shared
- Generally one faculty member/project will not be assigned more than one full shared research office (3-5 desks) in any given year

To be eligible to request space a faculty member must be fully utilizing all shared space within their faculty suite (minimum of one person per office space).

#### Process:

A memo will be sent out to Department Faculty requesting proposals for space renewals and new applications. Applications due dates will be specified within these proposals. The committee will meet, review proposals, and allocate space for the coming year immediately following the application deadline.



## Reserving Space using FAS RoomBook

Room reservations are now made through RoomBook at <https://roombook.harvard.edu>.

### Sections and Other Academic Requests

- Go to the “Reservations” menu and choose “Academic Request.” Instructions for requesting a room are clearly outlined on this page.
- You may also choose “Browse for Space” from the “Browse” menu to find out more information about available facilities and equipment.

If you are head teaching staff and wish to change your classroom, DO NOT use RoomBook. Please contact your local academic coordinator for assistance.

### Non-Course Related Requests

- These requests include non-course events, dissertation or prospectus defenses etc.
- Go to the “Reservations” menu and choose “Non-Course Request.” Instructions for requesting a room are clearly outlined on this page.
- You may also choose “Browse for Space” from the “Browse” menu to find out more information about available facilities and equipment.

***\*\*PLEASE NOTE, your requested space is NOT reserved until you receive a confirmation email.***