



Office for the Arts at Harvard  
Memorial Hall / Lowell Hall Complex

45 Quincy St. Cambridge, MA 02138 | 617-496-4595 | [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu)

# **Memorial Hall / Lowell Hall Complex**

## **Handbook**

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# MISSION STATEMENT

The Memorial Hall/Lowell Hall Complex serves as both an essential gathering space and a core suite of services, dedicated to inspiring learning, creativity, and connection at Harvard University.

With a focus on collaborative leadership, compassionate service, and a commitment to artmaking, we foster intellectual exchange, access to artistic opportunities, and community engagement.

As a key entry point into Harvard's arts ecosystem, we provide a welcoming, accessible, and professionally managed environment where students, scholars, artists, and audiences can collaborate, create, and inspire. Through our exceptional programs, services, and historic facilities, we create a dynamic platform where ideas are shared, voices are heard, and communities come together.

Our mission is to provide support for, and host, moments that resonate, challenge, and connect.

## STAFF

Our office oversees the scheduling for Sanders Theatre, Lowell Lecture Hall, Annenberg Hall (events), and Memorial Hall/Lowell Hall classrooms within our jurisdiction (see "Term Time Scheduling").

**General Office Email:** [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu)

**Office Number:** (617) 496-4595

**Office Hours:** 10:00am – 6:00pm

### MANAGEMENT

**Andrew Gitchel (he/him)**, Director of the Memorial Hall/Lowell Hall Complex

**Ted Sowa (he/him)**, Building Manager of Memorial Hall and Lowell Lecture Hall

### PROGRAM TEAM

**Ariana Molokwu (she/her)**, Program Manager

**Jessalyn Smith (she/her)**, Program Coordinator

### PRODUCTION TEAM

**Susannah Baron (she/her)**, Production Manager

**Han Huling (they/them)**, Production Services Coordinator

**Jon Salz (he/him)**, Production Coordinator

**Maureen Lane (she/her)**, Production Associate

**Production Team Number:** (617) 495-5595

**Production Team Email:** [memprod@fas.harvard.edu](mailto:memprod@fas.harvard.edu)

### WHO TO CONTACT

Scheduling/ space usage/ changing reservations/ general inquiries - **General Office Email** ([memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu))

Questions about equipment in the classrooms - **Education Support Services** ([ess@fas.harvard.edu](mailto:ess@fas.harvard.edu))

Questions about the equipment in Sanders/LLH Main Hall - **Production Team** ([memprod@fas.harvard.edu](mailto:memprod@fas.harvard.edu))

Non-Urgent Building Issues - **General Office Email** ([memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu))

Urgent Building Issues - **Harvard Control Center** (617) 495-5560

# TERM TIME SCHEDULING

## MEMORIAL HALL

Classroom	Capacity	Registrar Jurisdiction	Mem/Lo Jurisdiction
<b>Sanders Theatre</b>	1000	<b>M-Th</b> 8am - 3pm, <b>F</b> 8am - 2pm	<b>M-Th</b> 3pm - 12am, <b>F</b> 2pm - 12am, <b>Weekends</b> all day
<b>028</b>	26	<b>M/Tu/W</b> 8am - 5pm, <b>Th/F</b> 8am - 3pm	<b>M/Tu/W</b> 5pm - 12am, <b>Th/F</b> 3pm - 12am, <b>Weekends</b> all day
Fisher Room- <b>029</b>	20	<b>M-F</b> 8am - 3pm	<b>M-F</b> 3pm - 12am, <b>Weekends</b> all day
Meade Room- <b>030</b>	22	<b>M-F</b> 8am - 3pm	<b>M-F</b> 3pm - 12am, <b>Weekends</b> all day
Yee Room- <b>202</b>	24	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day
<b>302</b>	16	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day
<b>303</b>	20	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day

Rooms **014, 015, and 016** are dedicated music practice rooms scheduled solely by Memorial Hall.

Room **038 (Green Room)** is a dedicated dance/music practice room scheduled solely by Memorial Hall.

## LOWELL HALL

Classroom	Capacity	Registrar Jurisdiction	Mem/Lo Jurisdiction
<b>Lowell Lecture Hall - Main Hall</b>	352	<b>M-F</b> 8am - 3pm	<b>M-F</b> 3pm - 12am, <b>Weekends</b> all day
<b>B-11</b>	22	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day
<b>B-12</b>	24	<b>M-F</b> 8am - 3pm	<b>M-F</b> 3pm - 12am, <b>Weekends</b> all day
<b>B-13</b>	24	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day
<b>B-14</b>	22	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day
<b>B-15</b>	22	<b>M-F</b> 8am - 5pm	<b>M-F</b> 5pm - 12am, <b>Weekends</b> all day

# HOW TO RESERVE/REQUEST

Please see “[Guidelines for Space Reservation](#)” for more information regarding time-based guidelines.

**Memorial Hall/Lowell Hall Complex reserves the right to alter all reservations at our discretion as necessary.**

### **CLASSROOMS: MEM HALL (028, 029, 030, 202, 302, 303) & LLH (B-11, B-12, B-13, B-14, B-15)**

Classrooms may be reserved by Harvard College undergraduate student groups officially recognized by the Dean of Students Office for one-time and recurring reservations. **Please give our office 3 business days to approve requests.** Reservations will be accepted at the start of the semester and throughout the term via RoomBook, the FAS room scheduling system. Student group leaders may arrange access to RoomBook through the Dean of Students Office. **Requests are not confirmed until an email confirmation is received by our office.** For questions about Memorial Hall and Lowell Lecture Hall room specifics, or scheduling questions, email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu).

Individual students are welcome to use Memorial Hall and Lowell Lecture Hall classroom spaces on an ad hoc for personal use or small gatherings—study sessions, music practice, or convening an informal group—when rooms are not otherwise scheduled with classes, rehearsals, or as support space for Sanders Theatre or Lowell Lecture Hall events. However, reservations cannot be made for individual students or unrecognized groups. See “[Guidelines for Space Reservation](#)” for information regarding appropriate space usage.

Note that Memorial Hall rooms 202, 302, and 303 require specifically programmed HUIDs for access. Undergraduates have default access, via elevator or stairs, to the second floor. Graduate students, faculty, and staff do not have access to this area. Meetings involving graduate students, other Harvard affiliates, or campus guests, are better served in other spaces, including Memorial Hall’s lower-level rooms, when available. Note also that Memorial Hall rooms 302 and 303 require two flights of stairs from the second floor and are not wheelchair accessible.

## **SANDERS THEATRE**

Sanders Theatre is not generally available for rehearsal scheduling. While some number of student group events are historically scheduled on an annual basis, under the auspices of the Office for the Arts and the Dean of Students Office, student groups may submit proposals for events that require a space as large as Sanders Theatre, provided the space can support the event proposed and the calendar allows such scheduling. Note that student groups may not submit proposals on behalf of a non-Harvard group; the event proposed must be Harvard business, presented/produced by the student group, and of benefit to the Harvard community. Fees for use will apply. Write to [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu) with specific questions and, ideally, with a range of preferred dates. More information about parameters will be shared if the scheduling is a possibility.

## **LOWELL LECTURE HALL - MAIN HALL**

**REHEARSALS:** Lowell Lecture Hall is used for standing weekly rehearsals for both faculty-conducted and student-led groups in the afternoon and evening Monday through Thursday, Saturday mornings, and all day on Sunday. See “[Guidelines for Space Reservation](#)” for information about recurring rehearsal scheduling. Though the time is limited, requests from officially recognized student groups for ad hoc may be considered. Email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu) to inquire about this process.

**EVENTS:** Requests for Lowell Lecture Hall (capacity 352) for student group events are accepted via an application process. Applications are accepted in April for the fall term and November for the spring term. [More information.](#)

## **ANNENBERG HALL**

Annenberg Hall is not available during the academic term or during summer school due to student meals being served. Requests for non-term time rentals should be directed to [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu). Non term time includes: spring break (usually mid-March), the period between commencement week and the start of the summer school session (usually early to mid-June), the period between the end of the summer school session and freshmen arrival (usually mid-August), and winter break (usually early to mid-January).

## **LOCKERS IN MEMORIAL HALL**

There are a limited number of smaller lockers that may be available to undergraduates who need to store smaller instruments. Access is restricted to building hours and during times when Sanders Theatre events are not scheduled. Students must sign a contract and provide their own lock.

## **MEMORIAL HALL 014**

***Available to undergraduate and GSAS students only.***

*The room is NOT available to faculty, staff, post-docs, or students at other graduate schools.*

014 contains a drum kit, amps, upright piano. Suitable for one person or a small ensemble (4-5 people). Individual students may arrange for access by going to the Memorial Hall administrative office to fill out a contract. HUIDs will be programmed for access; students may reserve time or use the room on an ad hoc basis. The room is available during the fall and spring term and occasionally during the summer term.

## **MEMORIAL HALL 015**

***Available to undergraduate students only.***

*The room is NOT available to post-docs, or students at graduate schools.*

015 contains large orchestra/jazz percussion—timpani, marimba, other pieces, and can also store a limited number of harps and double basses. (Preference is given to HRO members; other undergraduates may store their harp or double bass as space permits.) Individual students sign a contract for storage and/or use of the room to practice their own large instrument or the percussion equipment stored. A key will be given for the academic year, expected to be returned before the end of the spring term. Use of the room may be scheduled in advance or on an ad hoc basis during term time only. Summer storage for instruments may be possible, depending on space availability. The room is not available for practice over the summer.

## **MEMORIAL HALL 016**

016 contains a digital upright piano. 016 is not generally available for rehearsal scheduling due to it becoming a backstage support area during events in Sanders. Individual students are welcome to use 016 on an ad hoc basis for personal use or small gatherings—study sessions, music practice, or convening an informal group – when the room is not otherwise scheduled/reserved.

## **MEMORIAL HALL 038 (GREEN ROOM)**

038 contains dance mirrors and a baby grand piano. See “[Guidelines for Space Reservation](#)” for information about recurring rehearsal scheduling. Individual students are welcome to use 038 on an ad hoc basis for personal use or small gatherings—study sessions, music practice, or convening an informal group—when rooms are not otherwise scheduled with classes, rehearsals, or as support space for Sanders Theatre.

# **GUIDELINES FOR SPACE RESERVATION**

## **APPROPRIATE SPACE USAGE**

Closed/limited rehearsals, meetings for student group business, and auditions.  
All other uses of the classrooms will need to be approved on a case-by-case basis.

## **TIME ALLOTTED FOR CLASSROOM REQUESTS**

6 hours per day maximum, no more than 2 classrooms reserved concurrently. (For example, if 2 classrooms are needed, 3 hours max is allotted in each classroom). Weekly requests can’t exceed 16 hours. Requests can be made up to 2 months in advance.

Proposals can be made for additional time and will be approved on a case-by-case basis. Please email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu) to inquire about this process.

## **RECURRING REHEARSALS/RESERVATIONS**

For our classrooms, reservations can be made up to 2 months in advance via Roombook. After 2 months, you must submit a new request if you’d like to keep the same reservation location/time.

Applications for recurring rehearsals in Lowell Lecture Hall and Memorial Hall 038 occur within the few weeks leading up to the beginning of the semester. Groups may be granted up to 2 hours of rehearsal time in each space based on availability. Additional time may be allotted if there is a need and there is time available. If you are interested in joining our email list for notifications about these applications, please email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu).

Sanders Theatre is not available for additional recurring rehearsals outside of what is historically scheduled each semester.

# **CANCELING A RESERVATION**

If you need to change or cancel a request made via RoomBook, you can do so by clicking the “My Events” header on the left menu of your RoomBook dashboard.

If you need to change or cancel a reservation that was made via email for one of our specialty rooms, please send us an email giving us at least 2 business days’ notice.

# GUIDELINES FOR ROOM USE

Failure to follow all of the guidelines may result in the revocation of your group's ability to reserve spaces in our buildings.

## GENERAL GUIDELINES

- Treat our spaces with respect
- Follow all campus policies and guidelines
- No doors within Memorial Hall or Lowell Lecture Hall are permitted to be propped or taped open.

## CLASSROOMS

- If the tables in the classrooms are on wheels, you may move them around within the room. Everything must be returned back to its original state before leaving.
  - Furniture cannot be moved out of the rooms and should never block doors.
- Keep fire exits clear at all times.
- Pianos within rooms cannot be moved.
- Students should not congregate in the hallways. This causes egress restrictions and is a safety hazard.
- All trash must be cleaned up and discarded.
- The Mem Hall tower classrooms (202, 302, 303) close at 11:00pm – you must vacate those spaces before then and no later.
- Mem Hall and Lowell Hall both close at 12:00 midnight – you must be out of the building before then and no later. Activity must end by 11:45pm to ensure adequate time is allotted to vacate the building.

## COMMON AREAS

- Common areas may be used but may not be used on an exclusive basis unless it is requested and confirmed by our staff. Email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu) to inquire about this process. Include any information that you can provide regarding your request.
- Use of these spaces must be respectful and non-disruptive of other students who may be using the space.
- Tables and chairs must not be moved into pathways or in front of doorways. If moved within the lounge area, they must be returned before leaving.
- Any trash must be cleaned up and discarded.

## MUSIC/DANCE PRACTICE ROOMS

- Food is not permitted in music practice rooms; bottled water is permitted.
- Individuals using specialized rooms must also follow the guidelines listed in the [“Classrooms”](#) section.
- For rooms with contracts, all policies/guidelines within the signed contract must be followed by all parties who enter the room. The student who signs the contract assumes all responsibility of informing their collaborators/band mates of the guidelines of using the space and is responsible for any policy violations.
- Any type of dance shoes, including tap shoes, are permitted in Memorial Hall 038 (Green Room).

## LOWELL LECTURE HALL - MAIN HALL

- Equipment/furniture within the Hall is not to be removed under any circumstance
- **Unauthorized gatherings or events in the Hall are prohibited. This includes unauthorized open rehearsals.**
- Do not block fire exits.
- No food or drink other than bottled water.
- If additional chairs are needed, they are located in the back of the stage in the furthest closet to the right.

- The piano is stored in the back of the stage in the second closet in from the left – take care when moving the instrument as to not damage it.
- Any furniture that is moved within the space must be moved back to where it was when you arrived.
- No standing on any of the chairs.
- No open flames, projectiles, or helium balloons
- If there is an issue with the building or equipment, do not fix it yourself. Refer to the “Staff” section to find the correct contact.

## **SANDERS THEATRE**

- Equipment/furniture within the Hall is not to be removed under any circumstance
- Entering the Hall without prior authorization is prohibited. HUPD take notice.
- **Unauthorized gatherings or events in the Hall are prohibited. This includes unauthorized open rehearsals.**
- Do not block fire exits.
- No food or drink other than bottled water.
- No standing on any of the chairs or benches.
- No open flames, projectiles, or helium balloons
- The piano lift is only to be operated by Memorial Hall staff.
  - No one is allowed in the space while the piano lift is in use.
- No jumping on/off stage – use the stairs.
- If there is an issue with the building or equipment, do not fix it yourself. Refer to the “Staff” section to find the correct contact.

## **POSTER POLICY**

- We ask that all groups please take care when posting signs. Signs for promotion are **only** to be posted on bulletin boards located outside room 014 and within the Loker Commons entryway for Memorial Hall, and on the bulletin boards on ground floor within Lowell Lecture Hall. No other location is permitted, including within Annenberg, unless explicitly authorized. Posters are not permitted on floors.
- Masking, duct, and other tapes or putty are not kind to paint and other finishes. **Groups may be fined based on unauthorized poster--\$50 per posting.**
- **Temporary directional signs** are permitted on a case-by-case basis and must be approved by our office in advance. Our building manager sanctioned sticky tabs **MUST** be used.
- If approved, you must schedule a time to come by our office before your reservation to pick up a sheet or two of the sticky tabs.
- Using these tabs, you may put up directional signage at the start of your room reservation. All posters must be removed at the end of your reservation.
- If you have more than one reservation, posters must be taken down and put back up at the start of the next reservation.
- Posters will be removed and discarded by staff if they violate any of the above policies.

# **LOST AND FOUND**

For items lost in the Memorial Hall or Lowell Lecture Hall classrooms, Sanders Theatre, Lowell Lecture Hall – Main Hall, and the common areas in the Memorial Hall/Lowell Lecture Hall buildings, call 617.496.4595, visit Memorial Hall 027, or email [memhall@fas.harvard.edu](mailto:memhall@fas.harvard.edu). Harvard University is not responsible for lost or stolen property.

Our office does not hold items lost during meals served in Annenberg Hall or Fly By or during events in the Cambridge Queens Head. If something is lost during an event scheduled in Annenberg Hall, you can check with our office regarding who may have the lost item.