Please book all Physics Department room uses through Monika Bankowski (monika@physics.harvard.edu, 617-495-2866) (i.e. Jefferson 250, Jeff 356, Jeff 256, Lyman 425, Lyman 330, Jeff 453). Even one-time only uses need to be booked. Please just email or call me anytime you wish a room for any event, seminar, section, oral/defense, party, etc. If I'm not here, please contact Bonnie Currier (currier@physics.harvard.edu, 617-384-9357). Please first check the Physics booking calendar to see if a room is available, as it is continually updated: https://apps.physics.harvard.edu/rooms/

Please note that rooms are not generally available during University holidays, recesses or final exam times. If you need to meet during these times, please book these uses separately with me. Also, all courses continue to be booked in their normal meeting times for each semester right up to finals. During finals, bookings discontinue in case the Registrar needs our rooms for exams. Therefore you do not need to book during reading period but please let us know if you do not need your room during that time so that we can book it as needed.

If we cannot find a room for you in the Physics buildings, you may wish to check with the academic office in SEAS, (rooms@seas, 5-2833) which books Pierce, Cruft and Maxwell Dworken rooms; Kelly Labrecque (Rm. 312; klabrecq@fas, 5-1375), who books LISE at 15 Oxford St.; or the Registrar’s Classrooms office for the Northwest Lab, lower level rooms (Life Sciences bldg., 52 Oxford St., classrms@fas).
Jesselynn Opie books seminar rooms on the upper level (Floors 1-4) at NWB (jopie@fas, 6-6505). The Science Center is scheduled only at sc_sched@fas).

Harvard parking map:
http://www.uos.harvard.edu/transportation/parking/parking_maps.shtml

Also please remember that even if you have traditionally used a room at a set day/time, the schedule begins again each term, because our regular courses need to be accommodated first. So please re-book each term with me, unless I've already booked you for the whole year, if that was possible.
Thanks very much!