Physics Department Room Booking Protocol

Room Availability Calendar: [https://apps.physics.harvard.edu/rooms/](https://apps.physics.harvard.edu/rooms/)

Physics Classrooms:
- Jefferson 250 – seating capacity 204
- Jefferson 256 – seating capacity 61
- Jefferson 356 - seating capacity 61
- Jefferson 453 – seating capacity 16-28
- Lyman 425 – seating capacity 15-38

For Additional Information: [http://ims.fas.harvard.edu/classrooms/](http://ims.fas.harvard.edu/classrooms/)

Contact (E-mail Preferred):
- Monika Bankowski
  - Bankowski@fas.harvard.edu
  - 617-495-2866

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. 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.

Other Resources

SEAS (Pierce, Cruft and Maxwell Dworkin), [roms@seas.harvard.edu](mailto:roms@seas.harvard.edu), 5-2833

LISE Building, 15 Oxford Street: Kelly Labrecque, klabrecq@fas.harvard.edu, 5-1375

Registrar’s Classrooms Office, Northwest Lab, Lower Level Rooms (Life Sciences Bldg., 52 Oxford St.), classrms@fas.harvard.edu, 5-1541

Northwest Building, Upper Level (Floors 1-4), jopie@fas.harvard.edu, 6-6505

Harvard Parking Map: [http://www.uos.harvard.edu/transportation/parking/parking_maps.shtml](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, unless I've already booked you for the whole year, if that was possible.

Thanks very much!