

Space Booking and Hosting the Public or Groups at the Lawrence (Internal Staff Process)

Updated Jan 2025

Overview

Facilities: Cory Welch and the Building team are responsible for managing The Lawrence's facilities, including: classrooms, meeting spaces, room reservation requests, and events. Cory and the Building team will work very hard to ensure that you either have a space here at The Lawrence or an alternative space on campus or at the Botanical Garden that meets your needs.

Space Constraints & Summer Crunch: Currently, classroom and meeting spaces at The Lawrence are limited. Although we are actively working to improve our meeting spaces and expand the number of usable classroom spaces staff can reserve, these projects won't be completed until late summer/early Fall 2025. Additionally, summer is our most impacted time for space booking.

As such, please continue to be *respectful, flexible, and open* to the many ways that we can support one another during this constrained time. We are all on the same Lawrence Hall of Science team, and multiple groups are offering programs and activities in The Lawrence's spaces to increase impact and generate revenue.

How to Book a Space at the Lawrence

Use The Lawrence Facilities Calendar to book your space. [Here are the instructions.](#)

Please note:

- *Large Events:* For events with 50+ ppl, please complete [this form](#) regarding your request with more details about your space needs **at least 4 weeks in advance.**
- Please describe your audio, visual, and computer needs, as not all spaces have projectors, screens, or sound systems.
- Please identify if presentations will be done by external people, and provide contact information.
- *Auditorium/Cafe/Planetarium Requests:* For events/activities that you would like to book in these public spaces, Auditorium, Cafe or the Planetarium, please email lhs_events@berkeley.edu your request with more details about your space needs at **least 4 weeks in advance.**
- If you submit a request and it is declined, the Facilities team will follow up with you and discuss alternatives.

Spaces Available to Book

Type of Space	Location (Cell service is limited in all of these spaces.)
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Conference rooms & Event rooms	Lawrence Facilities - Room 119A (Cap: 14) Lawrence Facilities - Room 119B or Room 119 A&B (Cap: 14) Lawrence Facilities - Room 222 (Cap:20) Lawrence Facilities - Room 150 (Cap: 75) Lawrence Facilities - D Level Main Event Space (Cap: 50)
Classrooms	Lawrence Facilities - Room 145 (Cap: 49) Lawrence Facilities - Room 175 (Cap: 49) Lawrence Facilities - Room 155 (Cap: 49) Lawrence Facilities - Room 140 (Cap: 30) Lawrence Facilities - Room 165 (Cap: 49)
Meeting & Hot Desk rooms	Lawrence Facilities - D Level Room Atlantis (Cap: 6) Lawrence Facilities - D Level Room Xanadu (Cap:10) Lawrence Facilities - D Level Room Shangri La (Cap:12)
Public spaces - <i>Spaces may not be reservable when the museum is open. Please expect a longer response time for these reservations.</i>	Auditorium (Cap: 250) Cafe (Cap: 100) Planetarium (Cap: 44)

Before your Event or Activity

Specific Needs. If any of the needs below apply to you and your event/activity, please email Cory at least 2 weeks in advance with more information:

- Require access to The Lawrence before (8:45am) and/or after hours (after 5pm) or on a day when the science center is closed. Current campus and Lawrence policies require that Cory or a member of the Building team **MUST** be present before or after hours. Exceptions can be given on a case-by-case basis.
- Require lights to be turned on in the building and/or exhibits to be turned on
- Require alcohol for the event
- Require unique technology or audio visual equipment
- Submit event information to lawrencecomms@berkeley.edu for it to be listed on the building monitors. Please do not post paper signs around the building.
- Please think big, if you feel you will need overflow space - such as lunch space - please make sure you book that space as well.

Required: Familiarize yourself with The [Lawrence Facilities and Safety Information](#) including:

- Read [the Safety Manual](#) and familiarize yourself with the evacuation plan and emergency response protocols, including fire, laboratory safety, chemical storage and waste disposal, hazardous waste management, and biological spills (vomit, urine, blood, feces).
 - If there is an incident of vomit, urine, blood, feces (does NOT include laboratory biological specimens), please follow the clean up instructions in the [biological spill kits](#) document.
- Participate in a Building Safety Tour (onsite) or [Self-Guided Building Safety Tour](#)
 - Contact Maia Binding or Cory Welch, Co-Chairs of the Safety Committee, for more information, including upcoming dates for building safety tours.
- Ensure you have access to the Emergency Phone Numbers, found on The Lawrence Facilities site or in the Safety Manual ([quick reference guide](#) with emergency phone numbers and evacuation procedures)

Day of your Event or Activity

Required:

- Review the [Operations Calendar](#) to determine who is the Facilities Lead onsite.
- G-chat the Facilities Lead and remind them of your event/activity and include:
 - Your event's location
 - Your start and end time
 - The number of people
 - Your cell phone number or other real-time contact information
- In the event of any injury occurring at The Lawrence, staff are required to fill out and submit [an incident report](#). This applies to injuries or incidents involving visitors, staff, and any other person at The Lawrence.