

# Boston University Medical Campus Resource Scheduling Policy

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## **Introduction**

As the Boston University Medical Campus grows and medical and academic programs expand, there is increased pressure on space and instructional technology resources for teaching. This policy, the purpose of which is to ensure the availability of adequate space/resources for Medical Campus mission-based activities, establishes the priorities for deployment of space/resources, sets forth guidelines to accommodate curriculum activities, and enables the efficient use of instructional resources. These guidelines define priorities in scheduling, factors to consider when submitting scheduling requests, and the process, procedures and deadlines used to allocate and manage our resources.

**The Provost Office requires familiarity with this policy statement (in consideration of resource issues), in the development and approval process for new programs/courses and increases in student enrollment.**

## **Guiding Principle**

Boston University Medical Campus curriculum requirements, with the requisite supporting resource needs, are prioritized before non-curriculum events. Accordingly, non-curriculum events or activities are not scheduled until the scheduling of curriculum events is finalized. Space resources (e.g., classrooms) are booked on a semester basis. Scheduling beyond a next semester timeframe is deferred until all curriculum activities are scheduled and confirmed. Scheduling of rooms is based primarily on curricular need and space availability. Proximity, location, and room attribute preferences are considered after curricular space requirements have been satisfied, unless other overriding factors (e.g., ADA requirements) apply. Confirmed assignments for space resources may be modified, if warranted, as determined by the Office of Resource Scheduling.

## **Office of Resource Scheduling**

The Office of Resource Scheduling coordinates the scheduling and implementation of resources used to support most curriculum and non-curriculum activities at the Boston University Medical Campus.

Hours of Operation:  
8:00 a.m. – 5:00 p.m.

### **Contact Information**

Office of Resource Scheduling is located in the Instructional Building (L) room 307.

Resource Scheduling Coordinator:	Judy Lai
Manager, Instructional Support Services:	David Pizzuto
Director, Educational Media Center:	Lucy S. Milne Ed.M.
Executive Director, Educational Media & Technologies:	Domenic Screnci, Ed.D.

Email: [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu)  
Phone Number: 617-638-4040  
Fax Number: 617-638-5312

## **Resource Scheduling Priorities**

Decisions regarding the use of instructional and common space are determined by the following criteria:

- Priority Level 1 = Curriculum (e.g., credit bearing courses, orientation/graduation for degree granting programs).
- Priority Level 2 = Non-curriculum educational activity, Grand Rounds.
- Priority Level 3 = Internal meetings, symposium/seminars, trainings and conferences.

Medical Campus Administration may designate, at its discretion, a non-curricular activity as a Priority Level 1 activity (e.g., disaster response).

Additionally, scheduling decisions consider such factors as:

- Courses that are part of a degree granting program and adhere to a constant schedule semester to semester,
- Courses that request the same instructional space, have the same times/day of the week and have the same attendance,
- Most optimal utilization of space and instructional resources for educational purposes, and
- Class size.

Rooms are booked for classes on a semester basis.

## **1.0 Curriculum Scheduling Procedures**

### **1.1 Resource Scheduling Procedures for Curriculum Activities**

Submit requests for rooms to the Office of Resource Scheduling (ORS) via email at the following email address:

[emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu)

Submit requests for computer classrooms (L1105, L1110, L1112, R107) to the Library's Learning Resources Center (LRC) via email at the following email address:

[lrcroomquest@medlib.bu.edu](mailto:lrcroomquest@medlib.bu.edu)

Each school has a senior administrator that is responsible for curriculum scheduling. They are as follows:

BUSM Director of Student Affairs

GMS Director, Division of Graduate Medical Sciences

SPH Director of Academic Services

SDM Dean of Academic Affairs

Submit the following information with requests for course scheduling:

Instructor	Enrollment Limit
Course Number	Expected Enrollment
Course Name	School
Room Requested (if known)	Contact Person
Beginning Time of Class	Contact Person Phone
Ending Time of Class	Contact Person Fax
Class Meeting Days/Dates	Contact Person E-mail
AV Needs Per Day	Software Requirements (LRC requests only)

The academic calendar for the course requested must be designated as one of the following:

- Charles River Campus (CRC) Academic Calendar
- School of Medicine (BUSM) Academic Calendar
- CRC / BUSM Combined Academic Calendar
- School of Dental Medicine (SDM) Academic Calendar
- Other

*Times requested must reflect only the actual use of the room for instruction. Additional time required for set up/break down must be indicated on the request, separate from the utilization time.*

### **1.2 Standardized Scheduling Procedures**

In an effort to conserve and optimize the use of our instructional space, all scheduling is standardized to begin on the hour or half hour and end 10 minutes prior to the hour or half hour. This will create a standard of 50- or 80-minute class times, with the exception of exam or other situations where extended time is required. Since many classes are scheduled for longer than 80 minutes, the room in which that class is being held may be reserved to accommodate the course

in the same room for the longer period of time, as long as the class ends ten minutes prior to the hour or the half hour. For example, a two-hour course would be scheduled for 110 minutes.

The standardized scheduling model applies to all curriculum, and non-curriculum scheduling in Medical Campus instructional space. Please see Appendix C for Standardized Scheduling Available Start and End Times.

### **1.3 Holiday Scheduling Procedures**

The appropriate academic administrator, indicated above, must be consulted as to whether a class that normally meets on a holiday date should be rescheduled. ORS cannot guarantee the same room for alternate dates requested in place of holiday dates. This is especially true when another course is regularly scheduled in the room requested on the alternate date. However, ORS makes every effort to schedule the alternate date for the course in the room requested or an equivalent room.

### **1.4 Deadline Dates for Room Requests**

The following schedule/deadline dates apply to curriculum requests to ensure consideration as part of the overall curriculum scheduling initiative, for a given semester.

- April 1                      Fall Semester (Sept.-Dec.)
- September 15              Spring Semester (Jan-May)
- February 15                Summer Semester/Sessions (May-Aug.)

Requests that are made late cannot be assured of their ordinary “Priority Level Status” in scheduling of space resources.

### **1.5 Additional Curriculum Support Needs**

The following schedule/deadline dates apply to curriculum requests to ensure consideration as part of the overall curriculum scheduling initiative, for a given semester.

- April 1                      Fall Semester (Sept.-Dec.)
- September 15              Spring Semester (Jan-May)
- February 15                Summer Semester/Sessions (May-Aug.)

Requests that are made late cannot be assured of their ordinary “Priority Level Status” in scheduling of space resources.

Orientation Scheduling is considered part of curriculum scheduling activities, and is designated as Priority Level 1 scheduling.

Orientation scheduling is coordinated by ORS via a strategic planning group that includes *designated orientation planners* for the School of Medicine, Graduate Medical Sciences Division and School of Public Health. Orientation scheduling requests or changes must be submitted to ORS by the designated orientation planner (or individual assigned by that representative) and must include the names of support staff assigned to orientation tasks. The designated orientation planners as of August 2005 are:

BUSM	Director of Student Affairs
GMS	Director, Division of Graduate Medical Sciences
SPH	Director of Academic Services

## **1.6 Overbooking of Rooms**

Over booking of rooms diminishes resources that may be required to support other curriculum activity and generates scheduling conflicts, and delays in course scheduling confirmations. Accordingly, requesters must request only the required time and space for the stated activity.

## **1.7 Course/Program Growth**

ORS must be consulted as part of the development and approval process for new programs/courses and/or the anticipated growth of existing courses. This ensures that the space resources required to support the program/course are available and that existing programs/courses are not adversely affected.

## **1.8 Confirmation Process**

Reservations are eligible for confirmed status when ORS is provided with the enrollment/expected attendance. ORS provides a confirmation of the time and place of a course to the requester in accordance with the time schedule specified below. Semester scheduling is not posted on the R25 Web Viewer until scheduling is completed. Upon completion of the entire academic schedule, requests are confirmed and reservations can be viewed on the R25 Web Viewer.

Unless unforeseen circumstances exist within the scheduling process, confirmations are delivered in accordance with the following schedule:

- Fall semester requests are confirmed by May 30.
- Spring semester requests are confirmed by November 15.
- Summer semester requests are confirmed by March 15.

ORS cannot guarantee the availability of space to accommodate increases in class size presented after scheduling is confirmed. Changes in class size must be submitted to ORS for approval before course scheduling is confirmed and preferably within the initial requesting process. Approval is based on estimates from the prior year, if class size number is not submitted.

BUMC must comply with Boston Fire Department occupancy requirements. Course managers / requesters must promptly report to ORS any increase in class size that exceeds originally scheduled attendance. Room occupancy capacity will not be exceeded in scheduling of space resources.

## **1.9 Audiovisual Support for Curriculum Activities**

There is no charge for Audiovisual support for degree-related courses. The following schedule for hours of operation applies to the provision of audiovisual support by Audiovisual/Instructional Technology Services for curriculum activities.

Monday – Thursday	8:00 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 5:30 p.m.
Saturday & Sunday	Closed

Audiovisual/Instructional Technology Services follows the official Boston University schedule.

Curriculum audiovisual department requirements that vary from the "Official Schedule" must be requested and approved by the school's authorized financial officer at the beginning of each semester with approval relayed to Audiovisual/Instructional Technology Services at that time, as additional costs will apply.

### **Contact Information**

Audiovisual/Instructional Technology Services is located in the Instructional Building (L) room 307.

Instructional Support & Technology Operations Supervisor:	Kirsten Martin
Manager, Instructional Support Services:	David Pizzuto
Executive Director, Educational Media & Technologies:	Domenic Screnci, Ed.D.

Phone Number: 617-638-4098

Fax Number: 617-638-8289

E-mail: [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu)

### **Equipment Availability**

Equipment is subject to availability and is reserved on a first-come, first-serve basis. Requests for AV Equipment/service support must be submitted at least four days in advance of the event.

### **Submitting Requests**

Requests must be submitted by a faculty member, teaching fellow, or an appropriate department administrator. This also applies to equipment required for student presentations. ORS does not accept requests directly from students. Requests must be 'in writing' and may be sent via fax, interdepartmental mail or email. Clients may also visit the Instruction Support Services office (L307) to submit a request.

### **Delivery**

Audiovisual technicians are trained to deliver, set up, test and pick up classroom equipment. ORS makes every effort to deliver and test equipment 10-15 minutes prior to the start of class. However, courses scheduled 'back to back' in a room may affect this service.

### **Deliverable Equipment**

Equipment generally provided to classrooms comprises the following.

- TV Monitors with VHS Decks
- LCD Projectors (PC and MAC compatible)
- Video Projectors
- Slide Projectors
- Projection Screens



Compact Disc Players  
Audio Cassette Recorders  
Lavalier Microphones  
Overhead Projectors  
Portable Sound Podium  
Camcorders

A full list of Audiovisual Equipment and Services can be found in Appendix E. Labor and equipment rates are reviewed by the Office of Business Affairs Recharge Committee and subject to change periodically.

### **In Room Equipment**

Most classrooms have installed/dedicated audiovisual equipment. Faculty, staff and students are NOT to move AV equipment among classrooms.

## **1.10 Audiovisual Support for Computer-Based Curriculum Activities**

Computer classrooms are equipped with built in overhead projections systems and a software system, SynchroEyes, which allows the transfer of screen images among computers as well as allowing for remote control of computer systems. Rooms R107 and L1110 have sound systems. All computer classrooms have “smartboard” technology except for room R107. If other equipment is required please contact:

Selim Hascelik, Computer Specialist  
617-638-6696  
[hascelik@bu.edu](mailto:hascelik@bu.edu)

Lenny Parker, Computer Specialist (Evenings)  
617-638-4279  
[parkerl@bu.edu](mailto:parkerl@bu.edu)

or

Ron Tate, Associate Director of Library Computing and Systems  
617-638-4576  
[rtate@bu.edu](mailto:rtate@bu.edu)

## **2.0 Non-Curriculum Scheduling Procedures**

### **2.1 General Guidelines**

Boston University Medical Campus (BUMC) Instructional facilities are primarily intended for instructional use. When not required to support curriculum activities, these facilities are available for other activities, such as seminars, conferences and training.

Accommodating non-curriculum requests is contingent upon the availability of instructional space resources. Advance bookings are not made until all curriculum activities for the next semester are programmed in accordance with Medical Campus resource scheduling policy e.g., after the confirmation date of the preceding semester. Only one semester is booked at a time.

Although event requests can be made at any time, event scheduling will not begin until after course scheduling is completed and confirmed. The estimated course confirmation dates are as follows:

- |               |                                     |
|---------------|-------------------------------------|
| ▪ May 30      | Fall Semester (Sept.-Dec.)          |
| ▪ November 15 | Spring Semester (Jan-May)           |
| ▪ March 15    | Summer Semester/Sessions (May-Aug.) |

Event requests are processed in the order in which they are received.

Scheduling the most appropriate room/space is based primarily on curricular need and the most efficient and effective utilization of space resources. Proximity preferences, unless ADA required, are considered after curricular and space utilization requirements have been accommodated.

BUMC's instructional facilities must be functional and available 'on time' for both curriculum and non-curriculum scheduled events. Therefore., non-curriculum activity must vacate the facility in a timely manner. Users are advised to report environmental issues and non-functional equipment as soon as possible to the Office of Resource Scheduling at 617-638-4040. ORS will then facilitate the needed repairs. Cooperation ensures that student learning is not compromised.

### **2.2 Scheduling Procedures**

Reservations for a room must be submitted 'in writing', by email or fax, to the Office of Resource Scheduling (ORS). Boston University Medical Campus *senior/executive* administration reserves the right to deny any request.

Submit requests for rooms to ORS via email at the following email address:  
[emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu)

Requests for event scheduling must be accompanied by the following information:

Name of Event	Expected Attendees (BUSM Students, Faculty, BMC, etc.)
Room Requested (if known)	Department
Event Days/Dates	Contact Person
Beginning Time of Event	Contact Person Phone
Ending Time of Event	Contact Person Fax

Expected Attendance

Contact Person E-mail

AV Needs Per Day

*Times requested must reflect only the actual use of the room. Additional time required for set up/break down must be indicated on the request, separate from the utilization time.*

## **2.3 Audiovisual Policies for Non-Curriculum Activities**

BUMC instructional facilities/resources are intended to primarily support the schools' curricula activities. When there is no conflict with curriculum use, the facilities/resources are available to be scheduled for ancillary Medical Campus activities.

Non-curriculum users of the facilities (and equipment) are required to contribute, via user fees, to the cost of the routine maintenance/enhancement and operations for these facilities (and equipment). This cost recovery funding ensures that all users fairly contribute to the cost of maintaining educational facilities/equipment and that student learning is not compromised by ancillary (e.g., non-curriculum) use of the facilities/equipment.

Depending on the size and scope of the ancillary activity, one or more Audiovisual/Instructional Technology Services audiovisual technicians must be assigned to the event, for which a cost recovery fee is assessed.

ORS requests that VIP involvement in events be brought to its attention. This information is shared, as appropriate, with Facilities Management, Security, and Corporate Communications.

Typical 'Users' of facilities for Non-Curriculum activities include but are not limited to:

- Medical Campus Administration (for non-curriculum events)
- Medical Campus Academic Departments (e.g., non-curriculum events)
- Boston Medical Center
- Centers and Institutes
- Student Organizations
- Departments of Continuing Education
- Groups Renting University Facilities

### **Hours of Operation**

The official schedule for provision of audiovisual support for non-curriculum activities is as follows:  
8:30 a.m. - 5:00 p.m. Monday – Friday

Audiovisual/Instructional Technology Services follows the official Boston University Schedule.

### **Location**

Audiovisual/Instructional Technology Services is located in the Instructional Building (L), Room 307.

Instructional Support & Technology Operations Supervisor:  
Manager, Instructional Support Services:  
Executive Director, Educational Media & Technologies:

Kirsten Martin  
David Pizzuto  
Domenic Screnci, Ed.D.

Phone Number: 617-638-4098

Fax Number: 617-638-8289

E-mail: [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu)

**Equipment Availability**

*Equipment is subject to availability and is reserved on a **first-come, first-serve** basis. Generally, ORS requires at least five days advance notice for servicing requests.*

**Submitting Requests**

Requests for services must be submitted at least five business days prior to the date of services required. Requests with less lead-time are accommodated depending on the availability of equipment/staff and may incur additional charges.

When initiating a request, please provide event start and stop times. These times must reflect the actual time the event will commence. Incorrect start times increase the burden on staff and equipment resources and may incur additional overtime charges.

Equipment set-up times are determined by ORS or AV staff and relayed to the assigned AV Technician. This time will vary depending on the complexity of the job and the equipment involved. If an earlier set up times is required, this information must be relayed when submitting the request, and ORS or AV staff will work with the requestor to accommodate their need.

**External Associations and Organizations**

External association and organization requests for use of BUMC facilities must be submitted via a BUMC sponsoring department. The sponsoring BUMC department is responsible for the coordination of event needs and for funding the costs/fees associated with the event.

**Delivery**

Equipment rental rates do not include delivery and return. If these services are required, labor charges are added for delivery, setup and return.

**Equipment Listing**

Equipment generally available for non-curriculum events comprises the following:

- TV Monitors with VHS Decks
- LCD Projectors (PC and MAC compatible)
- Video Projectors
- Slide Projectors
- Projection Screens
- Compact Disc Players
- Audio Cassette Recorders
- Lavaliere Microphones
- Overhead Projectors
- Portable Sound Podium
- Camcorders

**Equipment and Labor Charges**

Written estimates of equipment and labor charges are available from ORS upon receipt of the requisition for services.

Early morning (before 8:30 AM), evening (after 5:00 p.m.), weekends and holidays incur additional labor costs. Please call for an estimate.

The daily rate is based on eight-hour day usage.  
The half-day rate is based on four-hour or less usage.

Special arrangements and rates may apply for weekly and monthly equipment rentals and extended projects. Please call for availability and quote.

## **2.3 Audiovisual Policies for Non-Curriculum Activities, Continued**

Late returns incur a late fee.

### **Audiovisual/Instructional Technology Services Responsibility with Equipment**

Equipment is checked before and after it's loaned. If equipment fails during operation, there is no charge or a replacement unit is offered at no extra charge, unless the equipment failure is due to client error or abuse.

If a delivery has been requested, an Educational Media Center (EMC) staff member will deliver and test equipment 10-15 minutes prior to the start of event.

EMC assumes no consequential liability for equipment failure.

### **Client Responsibility with Equipment**

Care and return of equipment dispatched for an event is the responsibility of the client. The client is responsible for the replacement cost as well as the cost of repairing equipment damaged through abuse or neglect.

There is no charge for lamp replacement if the burned out lamp is returned with the equipment (35mm slide projector, overhead projectors). Burned out lamps not returned with the equipment are the responsibility of the client.

Cost for replacing equipment stolen or misplaced during client use is charged to the client.

BU/EMC property labels must not be removed from equipment.

### **Estimates**

Estimates are available by phone, fax or e-mail from the Instructional Support and Technology Operations Supervisor, Brian Perreault or a designated assistant.

Rates are subject to change without notice. Please call to inquire regarding updates to the equipment listing.

Rates apply to all Boston University (Medical Campus) faculty, staff and affiliates. Non-Boston University users are charged a rate 20% above current rates plus Massachusetts Sales Tax (5%). Non-profit organizations that supply a tax exempt number are not charged a sales tax.

## **2.4 Terms and Conditions for Non-Curriculum Activities**

Users of Boston University facilities must adhere to the "Terms and Conditions for Non-Curriculum Activities" (Appendix A). These terms and conditions are also available for review via email or fax upon

request from ORS and can be found on the main page of the R25 WebViewer under the “Terms and Conditions” link.

## **3.0 Facilities Management**

### **3.1 Scheduling of Facilities Resources**

Facilities Resources to support curriculum and event activities (tables, chairs, banners, express elevators, etc.) are scheduled through the Office of Resource Scheduling at the time that the space is requested. A user fee applies. Reservations are not finalized until the facilities set up information is submitted to the Office of Resource Scheduling. Gathering this information is critical so detailed reports can be generated on the utilization of Facilities Management resources to support decisions on enhancement, replacement and storage of these resources.

### **3.2 Delivery Perimeter of Facilities Resources**

Facilities resources, (e.g., tables and chairs) are mainly used for Hiebert Lounge, Talbot Green, 670 Albany Street Boston University Medical Campus first floor instructional facility and are stored central to those spaces. Resources are designated for their intended areas and cannot be transported or used in other campus locations. Tables and chairs from adjacent storage areas, if not committed to their designated space, can be delivered to and set up within the Instructional Building, A Building 1<sup>st</sup> Floor Lobby and Auditorium, the McNary Learning Center, Talbot Building, and the Robinson Building 2<sup>nd</sup> floor instructional space. If event requirement exceeds the resources available or exists in an area outside of the core support area, tables and chairs must be rented from an external vendor. Office of Resource Scheduling can provide a list of vendors upon request. The Office of Resource Scheduling will work with Office Facilities Management to provide direction to ensure your external resources are transported or delivered within the Medical Campus. The purpose of this policy is to:

1. ensure the availability of the tables and chairs to support curriculum and non-curriculum related events,
2. minimize damage to tables and chairs due to excessive moving and outside elements,
3. minimize intensive labor effort and associated cost and safety issues of moving tables and chairs outside of the 'core area'.

### **3.3 List of Facilities Resources**

Please see Appendix G for a list of Deliverable Facilities Resources Per Area to support curriculum and event scheduling.

### **3.4 Fees for Facilities Resources/Labor**

Please see Appendix G for a list of fees for Deliverable Facilities Resources Per Area to support curriculum and event scheduling.

### **3.5 Ordering Facilities Resources**

Requests for tables and chairs can be placed by emailing [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu). Please include your event name or event reference number, along with the date, event start and end times, the number of each resource you will need for your set up and the description of the set up needed. Diagrams, if needed, may be attached to the email or faxed to 617-638-5312. If it isn't clear what the set up needs are for an event, ORS will arrange a time for the requestor to meet with a person from facilities management in order to assist in determining the set up needs for the event. This must be done when Hiebert Lounge is available. Scheduling planning meetings does not supersede the Hiebert schedule.

### **3.6 Contact Information**

Judy Lai

Resource Scheduling Coordinator, Office of Resource Scheduling/Educational Media Center

617-638-4028 (phone)

617-638-5312 (fax)



## **4.0 Fees for Utilization of Boston University Medical Campus Resources**

### **4.1 Resources Scheduling General Guidelines for Fees**

Boston University Medical Campus (BUMC) Office of Financial & Business Affairs has established a use cost allocation model, which distributes the cost of operation and the instructional facilities/equipment resources based on usage by both curriculum and non-curriculum users, thereby ensuring adequate funding to maintain and improve these resources.

All external association and organization requests for use of BUMC's instructional facilities must be made through a BUMC department. The sponsoring BUMC department is responsible for the coordination of event needs and funding of fees/costs associated with the extra curricula event. Requests submitted without a BUMC affiliation will not be considered.

### **4.2 Room/Space Fee Schedule**

Please consult [Appendix D](#) for a current list of rates.

### **4.3 Audiovisual Fee Schedule**

An Audiovisual Fee Schedule that includes deliverable equipment is attached as [Appendix F](#).

## **5.0 Hiebert Lounge Scheduling**

### **5.1 Hiebert Lounge General Guidelines for Scheduling**

Hiebert Lounge has a dual purpose as an instructional facility and as an event venue. Inasmuch as curriculum activity is a Priority Level One activity, the Hiebert Lounge is not always available for events. In addition, Medical Campus Administration reserves the right to cancel a reservation to accommodate a curriculum/Priority Level One activity. Hiebert Lounge is scheduled by the Office of Resource Scheduling (ORS). All scheduling policies (sections 1.0 and 2.0) for Curricular and Non-Curricular apply to Hiebert Lounge. Planning beyond a semester time frame is tentative until all curriculum activities are scheduled for that semester.

Academic and student use costs will be recovered under the Campus Cost Allocation Model (CCAM). Usage for other activities will be billed directly to departments on a per event basis. Please consult [Appendix D](#) for current rates.

### **5.2 Hiebert Scheduling Procedure**

Please follow the Resource Scheduling Procedures for Curriculum Activities (1.1) or Non-Curriculum Activities (2.2) to schedule Hiebert Lounge. Hiebert Lounge is scheduled with one hour between reservations to allow ample set up time by Facilities Management. The set up time must NOT be included in the request. Times requested must reflect only the actual use of the room. 'Additional time' required 'by the requestor' for set up/break down must be indicated on the request, separate from the utilization time.

### **5.3 Reservation/Delivery of Tables & Chairs**

ORS coordinates with Facilities Management to reserve and set up tables and chairs needed for events. Accordingly, set up needs for tables/chairs must be included in the initial scheduling request to ORS.

### **5.4 Terms & Conditions for Non-Curriculum Activities**

Users of Boston University facilities must adhere to the "Terms and Conditions for Non-Curriculum Activities" (Appendix H). These terms and conditions are also available for review via email or fax upon request from ORS and can be found on the main page of the R25 WebViewer under the "Terms and Conditions" link.

## **6.0 Common Area Resource Policies and Procedures**

### **6.1 Introduction**

Certain lobbies/hallways/common areas do not fall under this Medical Campus policy, but rather are subject to guidelines established by the primary user (e.g., School of Dental Medicine Administration is responsible for the Dental School Building common areas; SPH Administration oversees the Talbot Building lobby.)

The scheduling and use of areas covered by this policy, include but are not limited to:

Major Lobbies, Hallways and Other Common Areas, as designated by Medical Campus Administration, and Medical Campus Outdoor Common Areas (e.g., Talbot Green). This includes requests for display tables, easel displays, posting of notices and construction of tents.

The purpose of these policies and procedures is to:

- Effectively manage Medical Campus Common Area Resources,
- Provide equitable access to these Common Area Resources,
- Minimize scheduling conflicts,
- Address safety issues that result from clutter and constricted access in high-traffic areas, e.g., Instructional Building (School of Medicine) Lobby area, and
- Maintain aesthetically pleasing common areas.

### **6.2 Hallways and Other Common Areas**

The following items are not allowed in designated lobbies, hallways and other common spaces unless explicitly approved by the Office of Resource Scheduling (ORS).

- Departmental Directories
- Furniture, temporary or permanent
- Signage
- Equipment
- Obstructions of any nature.

### **6.3 Common Space Utilization**

Requests to reserve/use Common Area Resources (*Medical Campus Outdoor Common Areas/Talbot Green BioSquare designated Building Lobbies and Exterior Common Areas*) are processed via email to ORS at [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu). Upon approval of the request, a reservation is confirmed, and ORS issues a confirmation notice to the requester. The confirmation will indicate whether the reservation is in tentative or confirmed status. Requesters must have the confirmation notice with them at the time of the event, to confirm the scheduled time (if a conflict arises on the day of the event). When inquiring about an event that is scheduled and confirmed, please provide the Reservation ID # on the top right of the event confirmation form.

Entities or groups that are affiliated with Boston University Medical Campus, e.g., Boston Medical Center, must follow the same process. Priority is given to Medical Campus activities.

Requests from students or a student organization must be reviewed, approved and processed via the appropriate student services office and be submitted to ORS by the appropriate student services office. Certain requests may require review and approval by the appropriate administrative office before consent is given. Raffle activities or commercial vendors 'set up' are generally not allowed.

Depending on the facility requested and the nature of the event, a cost recovery fee may be charged. User fees provide funds for the facility upkeep and maintenance/replacement of related equipment. The Fee Schedule (for spaces administered by ORS) is attached as Appendix A.

## **6.4 Talbot Green Utilization**

The Talbot Green is a general recreational area to be enjoyed by all and is not intended as an event venue. Accordingly, to ensure that the general Medical Campus population enjoy this space on a regular basis, the scheduling of the Talbot Green is restricted to major Medical Campus/School events and certain student events as approved by academic/Medical Campus administration. Any formal activity that is approved for the Talbot Green requires support from Facilities Management and will incur charges based on need, size, and scope of the event.

## **6.5 Medical Campus Outdoor Common Areas**

To maintain the condition and aesthetics of Medical Campus grounds, the placement of materials/signs on trees, benches, pavement, etc. is generally not allowed. Temporary way-finding signs. (e.g., A-Frame Signs or signs placed on a building entry door) for major events must be approved by ORS.

Display materials, notices, food and other materials must be removed by the requestor or "user" (or their contracted services vendor) on a timely basis and/or within the schedule approved by ORS. Materials that are not removed on a timely basis will be removed and discarded by ORS and/or Custodial Services personnel and any associated 'clean up' costs are the responsibility of the requestor. In addition, future privileges for use of Common Area Resources may be denied.

## **6.6 Instructional Building (School of Medicine) Lobby Table Display**

Requests to reserve space for table displays in the Instructional Building (School of Medicine) Lobby (The Lobby) to support Boston University Medical Campus activities, (e.g., class orientation, distribution of course materials) or for the dissemination of information, such as fund raising for student/school-related activities, are processed through ORS.

The Lobby is scheduled in the following blocks of time: morning (8:00 a.m. - 11:00 a.m.), lunch (11:00 a.m.-1:00 p.m.), afternoon (1:00 p.m.- 4:00 p.m.), and evening (4:00 p.m. - 7:00 p.m.). A full day request will include either three or four time blocks depending on the requirements of the event. This level of specificity allows ORS to schedule multiple events during the course of the day. The Lobby, in general, is scheduled for a maximum of one day for any single event. Accommodations may be made if more time

is required. For safety reasons, no more than two events may be scheduled in The Lobby at any given time, with a maximum of three tables. “Display Tables” are not to be set up in front of the Announcement wall/fixed wall information.

## **6.7 Instructional Building (School of Medicine) Lobby Easel and Display**

All requests for easels in the Instructional Building (School of Medicine) Lobby must be made through ORS at [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu) . For aesthetic and safety reasons, easel displays in The Lobby are governed by this policy. Placement of easels in The Lobby are kept to a minimum. There are five easels available for scheduling at any given time, three easels to the left of the security desk and two to the right. Easels generally are to be used for the dissemination of information on the day before and of an event.

Only easels available through ORS are to be used for set up in The Lobby. The Lobby, may be scheduled for information dissemination to the Medical Campus community, e.g., to display posters, notices, announcements, etc., subject to the following:

- Department-supplied easels are not allowed in The Lobby. Requests to display materials in The Lobby must be submitted to ORS via [emc\\_roomscheduling\\_bumc@bu.edu](mailto:emc_roomscheduling_bumc@bu.edu) .
- Approved materials are displayed on a prearranged basis and for a defined period of time. Materials displayed must be consistent with Medical Campus standards.
- Once a reservation is made, a “Lobby Display Authorization Sticker” is provided to the requester by ORS for approved displays. This sticker must be affixed to the rear of the poster or displayed material while on display. Any material not having a “Lobby Display Authorization Sticker” is subject to removal.
- Display materials must be promptly removed by the requestor/owner by the date/time specified by the ORS. If the display item is not removed by the designated end time of the reservation, the materials may be discarded by ORS or Facilities Management and associated clean up/disposal costs may be invoiced to the requestor. In addition, future privileges of The Lobby may be denied.

## **6.8 Announcement Wall**

The “Announcement Wall” in the Instructional Building (School of Medicine) Lobby is dedicated for the display of upcoming events and activities open to the Medical Campus. This “Wall Display” is to be used expressly for “*Boston University Medical Campus Curriculum, Administrative and Student Activities.*”

Information posted must have an approval stamp from the Corporate Communications Office. To request approval, the original flyer must be brought to Corporate Communications front desk, located on the fourth floor of the Fuller Building. Requests can usually be approved on the spot. The requester is responsible for putting the flyer in place.

All materials submitted for approval must include the sponsoring entity and a contact person/phone number. If the information is approved, stamped and posted, the stamp indicates an expiration date for the posting. If material in the display has not been approved, it is removed and discarded. Questions or requests for further information should be directed to: Corporate Communications at 617-638-8491.

## **6.9 Posting of Information**

Posting of information (e.g., notices, flyers) in Medical Campus buildings is prohibited unless authorized by ORS or the office that was 'ownership' of a bulletin board. Posting of information is restricted to designated areas (e.g., bulletin boards and wall displays). Materials posted on/in undesignated areas (doors, walls, etc.) will be removed and discarded and any associated costs to repair damage resulting from posting of materials on walls, door, etc., are the responsibility of the person or department responsible for the unauthorized posting.

### **Placement of Bulletin Boards in Common Areas**

Placement of bulletin boards in common areas must be approved by the Office of Resource Scheduling.

## **6.10 Distribution of Publications/Materials in the Instructional Building Lobby**

Only BU publications/materials (e.g., *MedCenter News*, *Daily Free Press*, *BU Bridge*) may be distributed in the Instructional Building (School of Medicine) Lobby. Non-BU publications/materials, if approved in advance by ORS, may be placed in the Instructional Building basement (across from Chequers). Non-approved materials are removed and discarded at the direction of ORS and the cost of removal and disposal are the responsibility of the person, department or entity responsible for the placement of the unauthorized materials.

## **7.0 Contact Information**

Any questions or concerns regarding these policies and procedures may be directed to:

Judy Lai, Resource Scheduling Coordinator  
Educational Media Center/ Office of Resource Scheduling  
617-638-4028  
617-638-5312(Fax)  
[judywlai@bu.edu](mailto:judywlai@bu.edu)

Kirsten Martin, Audio Visual and Instructional Technology Supervisor  
Educational Media Center/ Instructional Support Services  
617-638-4099  
617-638-4488(Fax)  
[martinka@bu.edu](mailto:martinka@bu.edu)

David Pizzuto, Lab and Audio Visual Manager  
Educational Media Center/ Instructional Support Services  
617-638-4098  
617-638-8289(Fax)  
[davidpzz@bu.edu](mailto:davidpzz@bu.edu)

Lucy S. Milne, Director  
Educational Media Center  
617-638-4377  
617-638-8289 (Fax)  
[lmilne@bu.edu](mailto:lmilne@bu.edu)

Domenic Screnci, Ed.D, Executive Director  
Educational Media & Technologies  
617-638-4375  
617-638-8289 (Fax)  
[dscrenci@bu.edu](mailto:dscrenci@bu.edu)

## **Appendix A**

### **Spaces Scheduled by the Office of Resource Scheduling**

<b>Building/Room</b>	<b>Capacity</b>	<b>Building/Room</b>	<b>Capacity</b>
<b>Robinson Building</b>		<b>L Building (continued)</b>	
B2801	11	L201	33
B2806	15	L203	33
B2810	25	L204	25
B2831	15	L206	33
B2849	25	L209	33
B2855 Meditation Room	20	L211	45
<b>670 Albany Street</b>		L212	33
670 Albany St. Auditorium	320	L213	35
670 Albany St. Rm. 107	35	L301	49
670 Albany St. Rm. 108	35	L303	49
<b>A Building</b>		L401	33
Bakst Auditorium	269	L403	33
<b>Crosstown Center</b>		L406	33
CT460†	40	L409	33
CT460A†	40	L412	33
CT462†	40	L413	33
CT462A†	40	L414	45
<b>Evans Building</b>		L1403*	25
E715	9	<b>Housman/McNary Learning Center</b>	
E716	12	R102	10
E717	15	R103	59
E718	15	R104	10
E719	12	R105	10
E720	30	R106	10
E722	10	R108	35
E723	10	R109	10
Keefer Auditorium	198	R110	35
<b>L Building</b>		R114	10
Hiebert Lounge	250	R115	59
L110	192	R116	10
L112	116	R123	22
L109A†	18	<b>Talbot</b>	
L109B†	15	T110e	17
L109C†	28	T112e	20
		<b>Outdoors</b>	
		Talbot Green**	—

\* Departmentally prioritized/approved scheduling in these rooms

\*\* Restricted to Boston University Medical Campus/School Events

† Has moveable partition/can be combined with adjacent room(s)



<b>Capacity</b>	<b># of Rooms</b>
9	2
10	5
11	1
15	2
17	1
20	3
22	1
24	11
25	3
30	1
35	2
45	2
50	2
59	2
70	1
116	1
192	1
200	1
269	1
320	1

## **Appendix B**

### **Spaces Scheduled by the Learning Resources Center**

<b>Room Number</b>	<b>Room Name</b>	<b>Capacity</b>
L1105	Library Computer (Teaching) Lab	22
L1110	LRC Main Classroom	30
L1112	LRC Computer Room	14
R107	McNary Learning Center Computer Lab	30

## Appendix C

### Standardized Scheduling Available Start and End Times

Start Time	End Time	Total Time in Minutes
8:00 AM	8:50 AM	50
8:00 AM	9:20 AM	80
8:00 AM	9:50 AM	110
8:30 AM	9:20 AM	50
8:30 AM	9:50 AM	80
8:30 AM	10:20 AM	110
9:00 AM	9:50 AM	50
9:00 AM	10:20 AM	80
9:00 AM	10:50 AM	110
9:30 AM	10:20 AM	50
9:30 AM	10:50 AM	80
9:30 AM	11:20 AM	110
10:00 AM	10:50 AM	50
10:00 AM	11:20 AM	80
10:00 AM	11:50 AM	110
10:30 AM	11:20 AM	50
10:30 AM	11:50 AM	80
10:30 AM	12:20 PM	110
11:00 AM	11:50 AM	50
11:00 AM	12:20 PM	80
11:00 AM	12:50 PM	110
11:30 AM	12:20 PM	50
11:30 AM	12:50 PM	80
11:30 AM	1:20 PM	110
12:00 PM	12:50 PM	50
12:00 PM	1:20 PM	80
12:00 PM	1:50 PM	110
12:30 PM	1:20 PM	50
12:30 PM	1:50 PM	80
12:30 PM	2:20 PM	110
1:00 PM	1:50 PM	50
1:00 PM	2:20 PM	80
1:00 PM	2:50 PM	110
1:30 PM	2:20 PM	50
1:30 PM	2:50 PM	80
1:30 PM	3:20 PM	110

Start Time	End Time	Total Time in Minutes
2:00 PM	2:50 PM	50
2:00 PM	3:20 PM	80
2:00 PM	3:50 PM	110
2:30 PM	3:20 PM	50
2:30 PM	3:50 PM	80
2:30 PM	4:20 PM	110
3:00 PM	3:50 PM	50
3:00 PM	4:20 PM	80
3:00 PM	4:50 PM	110
3:30 PM	4:20 PM	50
3:30 PM	4:50 PM	80
3:30 PM	5:20 PM	110
4:00 PM	4:50 PM	50
4:00 PM	5:20 PM	80
4:00 PM	5:50 PM	110
4:30 PM	5:20 PM	50
4:30 PM	5:50 PM	80
4:30 PM	6:20 PM	110
5:00 PM	5:50 PM	50
5:00 PM	6:20 PM	80
5:00 PM	6:50 PM	110
5:30 PM	6:20 PM	50
5:30 PM	6:50 PM	80
5:30 PM	7:20 PM	110
6:00 PM	6:50 PM	50
6:00 PM	7:20 PM	80
6:00 PM	7:50 PM	110
6:30 PM	7:20 PM	50
6:30 PM	7:50 PM	80
6:30 PM	8:20 PM	110
7:00 PM	7:50 PM	50
7:00 PM	8:20 PM	80
7:00 PM	8:50 PM	110
7:30 PM	8:20 PM	50
7:30 PM	8:50 PM	80
7:30 PM	9:20 PM	110
8:00 PM	8:50 PM	50
8:00 PM	9:20 PM	80

## Appendix D

### Room/Space Fee Schedule (Rates set on a yearly basis)

*Charges apply for use. In addition, based on event requirements, custodial and audiovisual fees may apply.*

#### Instructional Space Room Rates

		*Curriculum/Academic *Core Mission/Academic *Student Organization	**Other	Capacity
Seminar Space	\$ 35.00 per/50 min time block	CCAM	Invoice	1-20
Classroom Space	\$ 50.00 per/50 min time block	CCAM	Invoice	21-80
Laboratory Space	\$ 50.00 per/50 min time block	CCAM	Invoice	21-80
Lecture Hall Space	\$100.00 per/50 min time block	CCAM	Invoice	81-199
Auditorium -Bakst	\$150.00 per/50 min time block	CCAM	Invoice	200+
Auditorium -Keefer	\$150.00 per/50 min time block	CCAM	Invoice	200+
Auditorium -670 Albany	\$200.00 per/50 min time block	CCAM	Invoice	200+ (non BU Building)
Hiebert/ Full Room	\$400.00 per/event date	CCAM	Invoice	
Hiebert/ Harrison Side	\$250.00 per/event date	CCAM	Invoice	
Hiebert/ Albany Side	\$150.00 per/event date	CCAM	Invoice	

#### Campus Cost Allocation Model (CCAM)/ Annual Allocation

- \*Curriculum/Academic
- \*Core Mission/Academic
- \*Student Organization

#### Invoice

- \*\*Other

## **Appendix E**

### **Audiovisual Equipment and Services**

A/V Set Up/Breakdown  
A/V Technician  
Video Labor  
Assisted Listening System  
Audio Cassette Recorder  
CD Player  
Document Camera  
DVD Player  
Easel  
Fast Fold 6x8  
Flip Chart  
Flip Chart -w/Paper & Marker  
Laser Pointer -Pen Style  
LCD Projector  
Microphone –wireless  
Overhead Projector  
PA System  
    Additional Speaker  
    Sound Mixer  
    Microphone, Wireless  
    Microphone, Wired  
Podium w/Microphone & Speaker  
Podium -No Microphone & Speaker  
Projection Screen 4ft  
Projection Screen 6ft  
Slide Projector, 35 mm  
TV/VCR w/1/2" S-VHS  
VCR - Play Only (1/2" VHS)  
VCR - Play/Record (1/2" VHS)  
VGA Cable w/Audio (25ft)  
X-Ray View Box

## **Appendix F**

### **Audiovisual Equipment and Services Fee Schedule**

A/V Set up/Breakdown.....	\$ 45.00 per/hr
A/V Technician .....	\$ 45.00 per/hr (4 hr. minimum)
Video Labor.....	\$ 60.00 per/hr
Labor rates are subject to off-hour and holiday overtime charges	

Assisted Listening System.....	\$ 50.00
Audio Cassette Recorder.....	\$ 15.00
CD Player.....	\$ 30.00
Document Camera.....	\$ 25.00
DVD Player.....	\$ 25.00
Easel.....	\$ 15.00
Fast Fold 6x8.....	\$135.00
Flip Chart.....	\$ 10.00
Flip Chart w/Paper & Marker.....	\$ 20.00
Laser Pointer (Pen Type).....	\$ 15.00
LCD Projector.....	\$150.00
Mic - Wireless .....	\$ 25.00
Overhead Projector.....	\$ 15.00
Podium no microphone & speaker.....	\$ 40.00
PA System.....	\$ 85.00
Additional Speaker	\$ 20.00
Sound Mixer	\$ 20.00
Microphone, Wireless	\$ 30.00
Microphone, Wired	\$ 15.00
Podium P A w/Mic & Speaker.....	\$ 45.00
Projection Screen 4ft (portable).....	\$ 20.00
Projection Screen 6ft (portable).....	\$ 25.00
Slide Projector, 35 mm.....	\$ 15.00
TV/VCR (1/2" VHS).....	\$ 65.00
VCR - Play Only (1/2" VHS).....	\$ 30.00
VCR - Play/Record (1/2" VHS).....	\$ 35.00
VGA Cable w/Audio (25ft).....	\$ 35.00
X-Ray View Box.....	\$ 10.00

Note: Labor and equipment rates are reviewed by the Office of Business Affairs, Recharge Committee and are subject to change.

## Appendix G

### Deliverable Facilities Resources Per Area

Area	Resources	Stock Level	Fee (where applicable)
<b>All</b>			
	<b>Banners</b>		
	Banner-Generic 8' x 8' BU	1	
	<b>Flags</b>		
	Flag-BMC	1	
	Flag-BU	1	
	Flag-BUSM	1	
	Flag-City	1	
	Flag-Federal	3	
	Flag-GSDM	1	
	Flag-SPH	1	
	Flag-State	1	
<b>Hiebert Lounge</b>			
	<b>Tables</b>		
	72" Round Tables	25	\$4/table
	6' Rectangular Tables	12	
	8' Rectangular Tables	10	
	<b>Chairs</b>		
	Chairs - Regular	250	\$.45/chair
	Chairs - Tab	170	
<b>670 Albany St. Building</b>			
	<b>Tables</b>		
	72" Round Tables	5	\$4/table
	8' Rectangular Tables	5	
	<b>Chairs</b>		
	Chairs – Tab/Regular	50	\$.45/regular chair
<b>Talbot Building</b>			
	<b>Tables</b>		
	72" Round Tables	15	\$4/table
	<b>Chairs</b>		
	Chairs - Regular	120	\$.45/chair

## **Appendix H**

### **Terms and Conditions for Non-Curriculum Activity**

#### **I. RESERVATIONS**

1. The Office of Resource Scheduling (ORS) schedules non-academic functions for: (a) Student organizations registered with the Student Affairs Office; (b) University-affiliated departments and other bona fide organizations sponsored or approved by the appropriate University office.

2. Contact ORS, Room L307, 715 Albany Street, (617) 638-4040, for scheduling Alumni events, administrative office functions, faculty/staff functions and non-University group functions. The procedures, notices and deadlines for such functions differ from those set forth below in this section. Please consult ORS for specifics.

3. Tentative reservations for rooms/facilities must be made in advance with ORS, after which completed reservation forms must be submitted to ORS by the following deadlines: (a) at least five working days before the function date.

4. Notice of changes and/or cancellations shall be made: (a) at least five working days before the function date for events involving more than 150 persons and/or special arrangements, set-ups, services or equipment; (b) at least two working days before the function date for other scheduled functions; Failure to comply with the above deadlines may result in cancellation of a scheduled function and assessment of service charges in accordance with the schedule of fees.

5. After confirmation of a reservation, seating, equipment, table or set-up arrangements may not be changed without prior approval from ORS.

6. ORS reserves the right to cancel or not confirm reservation forms if the forms are not properly and clearly completed and submitted within the required time.

7. All Medical Campus functions must be scheduled and registered with ORS.



8. Boston University/ORS reserves the right to reject any and all requests for the use of its rooms/facilities.

## II. Utilization

1. Boston University Medical Campus generally limits attendance to on campus functions to students, faculty/staff and alumni holding valid identification cards. In most cases, individually escorted guests of students, faculty/staff and alumni are welcome and invited guests with appropriate tickets and/or written invitations.

2. No advertising or promotion of an event may be done until the reservation form has been approved/confirmed by ORS.

3. Boston University reserves the right to charge: (a) a facility use fee; (b) service charges for custodial, Facilities Management, Security, coat-checking services, overtime for personnel, resetting rooms and equipment cleaning and renting; (c) any extra or special costs resulting from the use of rooms/facilities, such as loss or damage to University property; (d) service charges in the event of failure to comply with appropriate deadlines for cancellation or changes; (e) usage fee for sponsored groups. The University reserves the right to change the above charges without notice in the event of increased service rates. Specific information on charges may be obtained through ORS. Departments must provide proper account codes to be charged, when applicable.

4. The department/authorized agent scheduling Medical Campus space assumes responsibility for all charges in connection with the rooms/facilities to be used.

5. Failure to comply with these Terms and Conditions and other pertinent University policies may result in cancellation of the privilege to use Medical Campus rooms/facilities.

## II. **FACILITIES MANAGEMENT**

1. Functions are subject to Facilities Management charges. Upon reserving a facility, ORS informs the requester of setup, clean up, and/or breakdown charges that will apply.

2. It is possible that an event scheduled prior to or after in the same room may incur charges that are split between the two groups. Advance notice is given whenever possible.