BU Tanglewood Institute
45 West St,
Lenox, MA 01240

Move-in Times: **8 AM – 6 PM**
Please arrange your move-in with Michael Cunningham at least 3 days in advance

**Campus Contact:** Michael Cunningham  Cell: 413.770.6323

**Parking** – There are three designated parking spaces in the circular driveway in front of the building. Other parking areas are located at the east side rear of the building or in the main gravel lot. During the summer months, please use the gravel lot.

**Trash and Recycling** – Dumpsters for trash and recycling are located outside at the east end of the building adjacent to the little red schoolhouse building. There are rolling toters for all recycling and large dumpsters for trash.

**Snow Emergency** – Cars may remain in designated parking areas and will be plowed around. Maintenance staff will clear the snow on a regular basis.

**Cleaning** - Regular cleaning is the responsibility of the tenants. Maintenance staff will clean common areas periodically as needed. If you would like your bedroom cleaned please leave bedroom door open for them. Times will be posted a day in advance and will typically be on weekends.

**Supplies** – The building is furnished and comes stocked with dishes, utensils, etc. Students should bring their own linens, including twin-long sheet set and towels. Students will be responsible for their own consumables (toilet paper, paper towels, etc.)

**Keys** – Keys will be transferred from previous set of students on the rotation to the incoming students. If students are unable to do this they will return keys to the Tanglewood Institute Facilities Manager on their last day. Incoming residents should arrange arrival time with the manager via email at mcunning@bu.edu.

**Pets** – Pets are not allowed at housing used for BUSM clinical rotations at away sites.

**Guests** - No guests are allowed
IN CASE OF EMERGENCY: DIAL 911

For emergency housing needs or help after hours, please contact Michael Cunningham. For non-emergency housing needs (Wi-Fi, non-urgent repairs, furniture or appliance issues, etc.), please email mcunning@bu.edu.

For other inquiries or additional support, you may also contact Nicole Wendl nwendl@bu.edu

For assistance with Internet or Wi-Fi coverage, contact BU IS&T at ithelp@bu.edu or 617.353.4357.