

**Room Use & Service Resource Scheduling Policy & Rates
Summary Document**

Boston University Medical Campus (BUMC) incurs annual operating costs (e.g., utilities, cleaning, maintenance, furnishings, amortizing capital costs, etc.) for its instructional/event facilities.

These costs are funded by:

- Budget allocation to the schools (BUSM, GMS, SDM, SPH) for Level 1 activities, and
- Room rates assessed on a ‘pay-as-you-go’ basis for Level 2-3 activities, to the department requesting the space or the outside organization.

Level 3 External associations’ and organizations’ requests for use of instructional/event facilities must be made through a BUMC sponsoring department. The sponsoring department is responsible for coordination of the event and funding of the associated fees/costs.

Use of instructional/event space is classified as one of the following:

Level Description

- 1 BUMC curriculum, e.g., credit bearing courses with a Registrars’ assigned course number.
- 2 Boston University non-credit bearing activity, e.g., events for Deans’, Faculty, Student Services, Student Organizations, Educational Committees, BUMC Service groups, Administrative and Academic departments and Continuing Education. Events include, but are not limited to: orientation/graduation for degree granting programs, Grand Rounds, meetings, symposia, seminars, guest lectures, training, workshops, conferences, health and wellness, social gatherings and extracurricular activities. BMC activities are considered level 2.
- 3 Outside organizations include not for profit and for profit organizations.

Note: The Provost’s Office may prioritize a given event (e.g. disaster response) on request.

Room Use Rates per 50 minute time blocks:

Activity Level	Small Space Capacity 1 – 20	Medium Space Capacity 21 – 80	Large Space Capacity 81 – 320
Level 1	Cost budgeted to school	Cost budgeted to school	Cost budgeted to school
Level 2	\$46/hr	\$105/hr	\$360/hr
Level 3	\$92/hr	\$210/hr	\$720/hr

Fees apply for Room Use and for Audio Visual and Facilities services as follows:

Activity Level	Audio/Visual	Facilities
	M – F 8 AM – 5 PM*	M – F 8 AM – 5 PM*
Level 1	Cost budgeted To school	Cost budgeted to school
Level 2	\$75/hr	\$41/hr
Level 3	\$150/hr	\$81/hr

***Off-hour events may incur a 4 hour minimum for labor costs**

BUMC IT - Educational Media Cente, Central Scheduling coordinates the scheduling of space used to support most BUMC curriculum and non-curriculum activities.

Central Scheduling: 617 358 6511 bumc-centralscheduling@bu.edu

25Live: <https://25live.collegenet.com/pro/bu#!/>

One Help: 617 358 1111