

Room Use and Service Resource Scheduling Policy and Rates

Summary Document

Boston University Medical Campus incurs annual operating costs such as utilities, cleaning, maintenance, furnishings, and amortizing capital costs for its instructional and event facilities.

These costs are funded by:

- Budget allocations to the schools for Level 1 and Level 2 classroom activities
- Hiebert Lounge room rates and service fees for BU, BMC and external organizations
- Room rates and service fees assessed on a pay as you go basis for Level 2 activities requested by Boston Medical Center departments excluding the Keefer Auditorium room fee
- Room rates and service fees for Level 3 external organizations

Level 3 external association and organization requests for use of instructional or 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 and costs.

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

Level 1 BUMC curriculum includes credit bearing courses with a Registrar assigned course number and orientation events tied to the related degree granting programs. Grand Rounds designated as a School of Medicine curriculum component.

Level 2 Boston University non-credit bearing activity including events for Deans, Faculty, Student Services, Student Organizations, Educational Committees, BUMC Service groups, Administrative and Academic departments and Continuing Education. Events include meetings, symposia, seminars, guest lectures, training, workshops, conferences, Morbidity and Mortality, health and wellness, social gatherings and extracurricular activities. BMC activities are considered Level 2.

Level 3 Outside organizations including not-for-profit and for-profit organizations.

University Leadership may prioritize a given event such as disaster response on request.

Room Use Rates per fifty-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 for Audio Visual and Facilities services:

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	\$47/hr
Level 3	\$150/hr	\$83/hr

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

Health Sciences IT Educational Media Center Central Scheduling coordinates the scheduling of space used to support most BUMC curriculum and non-curriculum activities. Contact 617 358 1111, bumc-centralscheduling@bu.edu