Facilities Management Addendum for Boston University Medical Campus Events

All event materials need to go through receiving docks not through any lobbies or side doors:
- A,B,E,R,L and K-buildings receiving door at the rear of the building for all deliveries
- 700 Albany dock for W- building (only special deliveries of large size)
- 650 Albany dock for X-building (only special deliveries of large size)
- 760 Albany dock for auditorium/ Seminar space (Coordinate with landlord)
- 801 Mass Ave. dock for Crosstown Class rooms (Coordinate with landlord)
- 815 Albany, MSR lounge large function space use receiving area at the rear.

Additional Requirements:
1. Large Event materials must be delivered no more than 8 hours before large event set ups. Materials must be removed within 2 hours from end of function otherwise at event manager risk.
2. Small event cater service must not be store in hall walls or open space not designated as part of event. These materials need to be removed as soon as event ends. Items left behind for extended time will be thrown out at event planner cost.
3. Event planners must not hang any materials off walls or building structure without facilities approval.
4. Any damages do to setup or dismantling will be charge to event planner.
5. The event will charge event planner to set conditions to original setup conditions.
6. Facilities need to be notified 48 hours prior to any special accommodations. In case of Talbot Green 1 month notice.
7. Any License or permitting is the responsibility of the event planner.