

Policies for Use of Room 114

- Check Availability and Reserving Room 114
 - Contact Frankie Barbato, fbarbato@bu.edu or 617-353-3310
- Room Set-up and Breakdown for Events
 - Tables and chairs can be arranged for each event (Format: roundtables or reception)
 - Roundtables - capacity is 25 people
 - Reception – capacity is 50 people
 - At the end of the event all table and chairs need to be put back to roundtable format and materials and trash picked up
- Food and Beverage
 - Per University policies, no 3rd party food/catering is allowed in room 114
 - Catering on the Charles/Aramark is responsible for food and beverage needs for events in room 114
 - To place catering order, visit <http://www.bu.edu/catering/> for food and beverage options and contact Anna Gill, Assistant Catering Director, 3-1510 or annagill@bu.edu
- Audio Visual Equip
 - The use of the audio visual is encouraged but following the event, please close out the applications and logoff the computer.
- Use of Room after 5pm on weekdays and weekend
 - The room needs to be locked at the end of the day following the last event. For events after 5pm the door to the Feld Career Center will be locked at 5pm and B&G will be contacted to lock the room after the event.
 - For weekend events – B&G will unlock and lock the door for weekend events upon request. Please email Roger, rseale@bu.edu to confirm arrangements have been made for your event. On the day of the event, if the door is locked, contact 353-2105 and ask them to have the Questrom custodian on duty to unlock the room.