

Boston University School of Law

765 Commonwealth Avenue
Boston, MA 02215

LAW

B & G Requisition: _____

Room Reservation Form – Law School Students, Faculty and Administration

Your Reservation is subject to approval by the Reservations Manager. Priority is given to Boston University School of Law student groups and departments. Every effort will be made to accommodate your request.

Please complete this form and submit to address above. If the reservation is approved, you will receive a copy of this form as a confirmation. Please contact the Reservations Manager at lawres@bu.edu with any questions you may have about reservations or to check room availability. Questions regarding room setup should be directed to the Building Area Manager at 617.353.2144.

Today's Date: _____
Event Date: _____ **Estimated Attendance:** _____

Event Time
Set-up time: _____ to _____
Actual time: _____ to _____
Clean-up time: _____ to _____

Event Title and Description: _____

Speakers/Number of Distinguished Guests: _____

Room Requested:

- Classroom(s) _____
- Barristers Hall
- 12th Floor Lounge (1270)
- Law Auditorium

Sponsoring Group: _____

Contact Person: _____

Campus Address: _____

Telephone: _____

Email: _____

Room Setup: (diagram required-please attach) _____

Check if applicable:

<input type="checkbox"/> Received SBA approval & funding (Student Groups)	<input type="checkbox"/> Open to Public
<input type="checkbox"/> Refreshments will be served: Make arrangements with <i>Catering on the Charles</i> : 617.353.2957	<input type="checkbox"/> BU Law alumni are invited
<input type="checkbox"/> B&G Requisition attached: Necessary for weekday events after 5pm or anytime on weekends & holidays. (4-hr. minimum charge @ \$30/hour)	
<input type="checkbox"/> Media Services: Visit lawav@bu.edu to reserve media equipment (microphone, LCD projector, etc.)	

(Sponsor Signature/Date)

(School of Law Approval/Date)

ROOM INFORMATION

Rooms with Limited Audio Visual Equipment

The rooms listed below include the following A/V equipment. There is no charge for use of this equipment with your room reservation during regular business hours. Please contact lawav@bu.edu.

Law Auditorium

Lectern with microphone

520

Wireless microphone
Full screen with LCD projector
Video playback with full screen

570

Wireless microphone
Full screen with LCD projector
Video playback with full screen

620

Wireless microphone

734

Projector screen
Overhead projector

820

Overhead Projector
Projector Screen
Transmitter (wireless microphone)

870

19" Color Video Monitor (mono)
Transmitter (wireless microphone)

1420

Projector Screen
Overhead Projector
Lectern/sound unit

1570

Projector screen
Still picture projector
Hands-free microphone
Lectern/sound unit
Full screen with LCD projector