

## University Resources & Rentals

For most events, University departments need to work with one or more service departments. But don't worry, our professional [events planning team](#) is only an email away. We're happy to discuss your event and help you keep on track.

In addition to these resources, at the time you book your space, the Reservations Office will provide you with important information to plan and support your event.

### CAMPUS RESOURCES

[BU Music Organizations](#) hire out BU student musicians to perform at your events.

[BU Photography](#) documents the University's major events, campus developments, and student, faculty, and alumni achievements.

[BU Productions](#) provides a variety of video needs, including: single-camera archival recordings of lectures, symposia, and performances; multi-camera productions; and live webcasts in collaboration with the office of Networked Information Services.

[Catering on the Charles](#) provides all catered food and beverages and related services (such as table skirting) on the Charles River Campus.

[Marketing & Communications](#) offers a one-stop center for the development and production of top-quality web and print communications such as invitations, posters, and programs that effectively convey the Boston University brand.

[Disability Services](#) assists the University in creating an accessible community where students, faculty, staff, and guests with disabilities have an equal opportunity to fully participate in their experiences at BU.

[Facilities Management](#) is responsible for the set-up of your event space as well as other facilities-related services that might be needed for the successful execution of your event (such as electrical, carpentry, trucking). You should meet the area manager of your event venue to discuss the particular needs of your event. To find the appropriate area manager, [click here](#) and type in the facility address.

[Media Support Services](#) offers professional audio/visual presentation, computer display, sound reinforcement and audio recording services for the Boston University community.

[Parking & Transportation Services](#) offers information about event parking accommodations and restrictions, as well as the University's parking regulations .

[Police Details & Special Events](#) provides information regarding the hiring of a paid police detail, please contact Detail Coordinator Margie Doyle at 617-353-9533 or via [e-mail](#). Any other questions regarding details can be directed to Sergeant Kevin Bourque at 617-353-2068 or via [e-mail](#).

[Press](#) assists with any issues related to the news media including, event publicity.

[Sustainability@BU](#) is the campus initiative to “green our campus”. Visit this site to find out more information about the eco-friendly choices being made at BU.

## **EQUIPMENT RENTAL**

Many campus venues are equipped with the items needed for your event. However, there are times when equipment must be rented to complete your event equipment inventory; for rental orders less than \$1000, departments may contact external vendors directly. Approved vendors include:

- [BC Tent](#)
- [Peterson Party Center](#)
- [Camelot Special Events](#)

For rental items in excess of \$1000, please contact [BU Sourcing & Procurement](#)