

GSU Facilities

- **Small Rooms**: Ideal for: meetings, conferences, breakout rooms, study rooms, classes, etc
- May be booked on short notice for meetings
- No Weekly Events (Except Rehearsals in GSU 315)

GSU 310-11

Capacity: 24

Setup: Conference Style (Table and Chairs, Furniture may not be removed)

Equipment: Whiteboard, Screen

Notes: View of University Road, Limited view of Charles River

GSU 312

Capacity: 22

Setup: Conference Style (Table and Chairs, Furniture may not be removed)

Equipment: Whiteboard, Screen

Notes: Excellent view of Charles River

No wired Internet Access

GSU 315

Capacity: 36

Setup: Classroom style (Movable Tablet-Arm Chairs)

Equipment: Whiteboard, Screen, Upright Piano

Notes: No windows

May be booked weekly for Rehearsals

GSU 320-21

Capacity: 29

Conference Style (Table and Chairs, Furniture may not be removed)

Equipment: Whiteboard, Screen

Notes: View of Mugar Library, Limited View of Charles River

GSU 322

Capacity: 20

Conference Style (Table and Chairs, Furniture may not be removed)

Equipment: Whiteboard, Screen

Notes: Excellent View of Charles River

Unavailable Monday through Friday 7am-6pm.

***Medium Rooms:** Ideal for: Lectures, receptions, dinners, special events, etc

The Alley

Capacity: Lecture: 250 Buffet: 200

Setup: Variable (May be set as desired – Student groups may do own setup)

Equipment:

Tables and Chairs in Room (may not be removed)

No External Windows

Half-Carpeted, Half-Dance floor

Notes: Fri & Sat after 6pm for events only – no meetings/rehearsals unless less than one week from date of request

Sunday: Only Performing groups allowed weekly reservations

Catering Exempt

Academy Room

Capacity: 50-60

Setup: Atrium style dining room

Tables and Chairs (may not be removed from room)

Availability:

Monday-Friday: 3:30pm-Close

Saturday-Sunday: Building Hours

Notes: Diagram required for all setups - All existing furniture can't be removed

Buildings and Grounds must perform all furniture setups

Must use Catering for all food needs – no outside food

Backcourt

Capacity: 260

Setup: Large, Glass enclosed dining room

Movable Tables and Chairs (may not be removed from room)

Availability:

Monday-Thursday: NOT AVAILABLE

Friday: After 8:00pm ONLY

Saturday-Sunday: Building Hours

Notes: Diagram required for all setups – existing furniture can't be removed

Buildings and Grounds must perform all furniture setups

Must use Catering for all food needs – no outside food

BU Central

Capacity: 150 (depends on setup)

Setup: Lounge with TV, 3 Pool Tables, Ping Pong Table

Equipment: 3 Pool tables, 1 Ping pong table, TV, various video games, LCD

Availability: Sunday through Wednesday – Reservations may reserve

Thursday through Saturday – Client must contact SAO

Notes: Any events here must be open to the public – No admission fee may be charged and the room must remain open and functioning.

Conference Auditorium

Capacity: 260

Setup: Diagram Required

Fixed, Auditorium style seating

12' x 45' Stage

Equipment:

P.A. System

20' x 8' Screen

Full media booth

Notes:

Foyer may be used for Registration/coffee

Some programs may create sound conflicts with Ballroom

East Enclosure

Capacity: 60

Setup: Study Lounge (Tables and Chairs)

Equipment: Sound Jacks

Notes:

Generally this location is a public study lounge

Carpeted

Generally **NOT RESERVABLE** (Exceptions must be requested in writing to the GSU director)

Faculty Dining Room

Capacity:

Main Room:

Banquet: 130; Buffet: 100; Reception: 140 (Attendance Enforced)

Cabot Room: 20

Estin Room 14

Riverview Room: 12

Setup: Dining Room Moveable tables/chairs (may not be removed)

Room is 72' x 42'

Equipment:

Sound System

Adjustable Lighting

Availability:

Monday-Friday: After 3:30pm

*During lunch hours (Before 3:30pm), FDR must be called directly by the client to inquire about availability (353-2993)

Saturday-Sunday: According to GSU Building Hours

Notes:

All requests for this space require a 24 hour turn around time

Diagram required for all setups - Buildings and Grounds must perform all furniture setups

Program must include Catering or dining services staff

No outside food

Increased availability during summer, Breaks, and Holidays

Only one event in FDR rooms at once

During academic year, setup for weeknight events can not begin before 3:30pm.

Terrace Lounge

Capacity:

Lecture: 100

Served Banquet: 100

Buffet: 60

Reception: 64

Setup: Empty Room default – Diagram required for any setup

Buildings and Grounds must perform all furniture setups

Equipment:

P.A. System

Projection Screen

Notes:

Wheelchair Accessible

Carpeted

Access to River Terrace may be requested in advance

No Dances

French Windows onto River Terrace

Large Function Rooms: Metcalf Hall and Related

Ideal for major events

Metcalf Large

Capacity:

Lecture: 765

Served Banquet: 510

Buffet: 410

Reception: 500

Setup:

Variable (empty space set as desired)

Buildings and Grounds must perform all furniture setups

Equipment:

House Sound System

20' x 20' Screen

Carpeted

Notes:

No permanent dance floor (Can be set up in advance)

Wheelchair accessible (Stage ramp available upon prior request)

Windows with blinds

BU Symphonic Organ (special arrangements required)

Diagram Required

Metcalf Small

Capacity:

Lecture: 360

Served Banquet: 270

Buffet: 220

Reception: 300

Setup:

Variable (empty space set as desired)

Buildings and Grounds must perform all furniture setups

Equipment:

Full media booth

House Sound System

20' x 20' Screen

Carpeted

Notes:

No permanent dance floor (Can be set up in advance)

Wheelchair accessible (Stage ramp available upon prior request)

Windows with blinds

Diagram Required

Metcalf Grand Ballroom

Capacity:

Lecture: 1352
Served Banquet: 1110
Buffet: 820
Reception: 1000

Setup:

Variable (empty space set as desired)
Buildings and Grounds must perform all furniture setups

Equipment:

Full media booth
House Sound System
20' x 20' Screen
Carpeted

Notes:

Combination Large and Small Ballrooms, and East Balcony
No permanent dance floor (Can be set up in advance)
Wheelchair accessible (Stage ramp available upon prior request)
Windows with blinds
Diagram Required

Ziskind Lounge

Capacity: 200-300

Setup: Student and Faculty Lounge (Tables and Lounge Furniture)

Equipment: P.A. System

Notes:

Generally **NOT RESERVABLE** Exceptions must be requested in writing to the GSU director – will usually only be granted if required as part of an event taking place in the area AND access to Conference Auditorium and Terrace Lounge will not be blocked.)

Large floor to ceiling windows overlook Charles River

Diagram Required

Outdoor Locations:

- All outdoor locations require a suitable rain location
- Diagrams must be submitted for all setups
- All outdoor programs are subject to SAO and GSU approval
- Amplified sound is permitted with advance notice

GSU Fox Fountain
GSU Link Courtyard
GSU Plaza

GSU Terrace Patio

Patio may only be reserved if group is also reserving Terrace Lounge

GSU Link Tables

- Each space is half an 8 foot table.
- Use is subject to all SAO and GSU rules regarding Link Tables

Science Lounge

Metcalf Science Center – 590 Commonwealth Ave.

Capacity: 60

Setup: Lounge Furniture

Sargent Activities Center (SAC)

SAC Multipurpose Room – (SAC Gym)

- Sunday – Thursday: Available after 6pm. Divided in to four quarters to create separate rehearsal or practice spaces. Groups are limited to two rehearsal sessions of no more than two hours each on separate days of the week.
- Friday – Saturday: Used as a large space for special events. Permission for event booking must be granted by SAO.
- Not air conditioned
- Limited sound insulation between sections

SAC Dance Studio

- Available Sunday – Thursday after 6pm for dance and performing rehearsal space. Groups are limited to two rehearsal sessions of no more than two hours each on separate days of the week.
- Not handicap accessible – no elevator to second floor