



College of Health & Rehabilitation Sciences: Sargent College

Policies and Procedures for Student Events in SAR Lobby

Reserving the Lobby

If students would like to host an event in the first floor lobby at Sargent College (635 Commonwealth Avenue), they must reserve the space with the Facilities Manager *via email*. Every effort will be made to give priority to student groups associated with Sargent College on a first come, first served basis. Only one group may host an event at one time. In cases where Sargent College faculty and/or staff events require use of the lobby at the same time, the student group will be notified as early as possible so they can make alternate arrangements.

Information needed to reserve the lobby is as follows:

- Date and time of event
- Nature of event
- Contact name, telephone number, and email address

All events should take place during regular business hours, Monday-Friday, 9 am – 5 pm. Special permission is required for off-hours events.

If tables are needed for the event, specific arrangements need to be made in advance to obtain a table from the closet next to Room 101, either through the Facilities Manager or Building Supervisor. Tables are not to be removed from any classrooms on the first floor without prior consent.

Advertising

Advertising fliers may be posted on Sargent College staircase doors two weeks prior to the event. Fliers may be posted only on one side of each door.

Larger events (non fundraisers) may be advertised via broadcast emails or the lobby TV. For broadcast emails, please see the Dean's Office. Lobby TV requests should be made with the Academic Services Center (Room 207). All lobby slides must adhere to the Sargent College Internal Communication Guidelines and be created on the Sargent College Slide Template (posted on the website).

Safety

The corridor walkways must be kept clear of extension cords and other potential obstacles. Safety precautions for household appliances need to be observed to prevent fire hazards. If this rule is not followed, privileges for use of these appliances will be revoked.

Cleanliness and Noise

Every effort must be made to keep the lobby tidy during and after any event. Sargent College should remain a clean and welcoming place for students, staff, and faculty, as well as prospective students and other guests.

When classes are in session on the first floor, noise should be kept to a minimum.

Facilities Management

If any custodial emergencies arise with regard to your event, please call (617) 353-2105. These may include large spills, toilet problems, etc. Also please contact the Facilities Manager for follow up.

Contact Information

Academic Services Center (Megan Spreitzer)
Room 207
(617) 353-2713
mspreitz@bu.edu

Facilities Manager (Rochelle Ellis)
Room 215
(617) 358-6944
ellisre@bu.edu

Building Supervisor (Roger Seale)
(617) 353-0618
rseale@bu.edu