

MET Meeting and Teaching Studios at 1010 Commonwealth Avenue

Policies and Procedures

The following apply to the two Teaching Studios (R101 – West studio and R122 – East studio), six Conference Rooms (R123, R126, R208, R307, R326, and R536), Meeting Suite (R420), and Faculty Flex Space (134/136) at 1010 Commonwealth Avenue.

The general purpose of our spaces:

Teaching Studios - Classes, Orientations, and Special Events

Meeting Suite - Seminars, Staff Trainings, Medium to Large Meetings

Conference Rooms - College business

Please Note:

Conference rooms, teaching studios, and the meeting suite are not intended for use by one party for extended periods of time. These spaces are a resource for all of MET to use.

Students (including TAs, GAs, Student Workers, etc.) are not allowed to make reservations.

Occupancy Limits (do not exceed):

- Teaching Studio West, Room 101: maximum occupancy 48 with classroom setup (tables and chairs), 65 with chairs only
- Teaching Studio East, Room 122: maximum occupancy 42 with classroom setup (tables and chairs), 49 with chairs only
- R123 seats 12-18
- R126 seats 6-9
- R208 seats 12-14
- R307 seats 10-12
- R326 seats 14-16
- R420 seats 35
- R536 seats 8-10

MET's Hours of Operation

Conference Rooms – Monday – Friday 9 am – 5 pm

Teaching Studios and Meeting Suite: Monday – Friday, 9 am – 9 pm & Saturdays 9 am-5 pm

Requests outside of the hours above will need to be approved by Operations and the Office of the Dean

Questions and Assistance:

For Technical Support – contact MET IT 617-358-8401, metit@bu.edu, or [desktop support form](#).

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For Room reservations – [Meetings & Events](#)

For Building and Space Assistance - contact MET's Operations and Space Planning office, 617-353-4137
METops@bu.edu.

Part-Time Faculty Flex Space Policy

The Flex Space is intended for the use of part-time faculty. It is not available for reservation.

If it is not in use, other faculty and staff may use the space but must vacate the space immediately for part-time faculty. Please respect others when sharing the space, as it is intended to be a quiet work area.

Reservation Policy: Teaching Studios

1. Teaching Studios are primarily for academic classes during the semester. Normal class times will be blocked by the Office of the Dean on the calendar during the semester.
2. Teaching Studios can be reserved for non-course use if it does not conflict with academic classes. The request must be submitted at least three business days in advance via the MET-IT reservation form. It is important to let MET-IT know of technology requirements to provide the best possible learning/teaching environment.
3. Teaching Studio non-course use is prioritized for the following: classes, student/teacher activities, marketing and recruiting, special MET events, large (30 or more participants) meetings/gatherings, or meetings that fully utilize/require the technology in the room.
4. Faculty or staff must be present for the entire time a Teaching Studio is in use. Faculty are responsible for the proper use of the technology in these rooms and for the safety of students while in the building. Students should not be left alone in the teaching studios after hours without the supervision of a faculty or staff member.
5. Limits and exceptions to extended room use are:
 - a. Maximum reservation: three hours per session and two days per week.
 - b. Exceptions: Special events that have both the support of the Department Head and approval by the Office of the Dean.

Reservation Policy: Conference Rooms and Meeting Suite

1. MET Conference Rooms (R123, R126, R208, R307, R326, R420, and R536) are intended for faculty and staff meetings.
2. A reservation request* must be submitted at least one hour in advance via the MET-IT reservation form. It is essential to let MET-IT know of technology requirements to provide the best possible meeting environment possible.

**The Office of the Dean reserves the right to change confirmed reservations. One week's notice will be given if possible.*

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3. Please be considerate of your colleagues when reserving meeting spaces as they are a shared resource for all MET faculty and staff. Please avoid sessions of three hours or more and more than two days/week.
4. There will be times when events and meetings fall on the same day. Please be flexible with scheduling and help colleagues who are in need of a meeting space by adjusting start and/or end times.
5. Please remember there may be technology support required by a meeting after your reservation and MET-IT will need you to vacate a meeting room so the setup and transition can be accomplished on time.
6. Conference rooms cannot be used as classrooms. It is a violation of the building code.

PROCEDURES: User Responsibilities

Furniture Configuration and Cleanup: The person/group that makes the reservation is responsible for cleanup and restoring the space to the default classroom configuration if tables and chairs were rearranged.

1. First-time use: training is required on how to move furniture without breaking it and getting hurt.
2. If the furniture is moved or rearranged for your event, it is your responsibility to return the room to the default setup for the following reservation. Assistance with moving the furniture can be provided if requested with enough advanced notice and if there is staff available. Contact MET's Operations and Space Planning office.
3. Special events that require a different furniture arrangement need to include details on the reservation, and depending on the layout, additional setup time will be added to the reservation. This may affect your reservation if there are already other confirmed events in the room.
4. Respect the reservation end time and vacate the room promptly because there may be a reservation after yours and technical set up is required. Just because your event started late does not mean you can take another group's time. Likewise, if it's the last reservation of the day, the faculty/staff person in the room is considered responsible for any equipment issues after MET IT closes for the day.
5. Please be considerate of the next group using the room - everything from cleanliness to technology to the layout of the chairs and table(s). Leave your group enough time to tidy up and vacate the room so MET IT can do the tech setup and the next group can start as scheduled.

Food in MET Spaces. Studios and conference rooms should be kept clean throughout the day. If food will be served for an event, the person/group making the reservation is responsible for cleanup. Leave

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your group enough time to tidy up and vacate the room so MET IT can do the tech setup and the next group can start as scheduled. Contact MET's Operations and Space Planning Office for recommendations on how to deal with food and cleanup. All catering food waste should be disposed of in the kitchen. If you or group cannot clean up after your event, you can submit an FSR to have BU Facilities clean up and reset the room. If there is a spill, please email METops@bu.edu right away so we can try to get it cleaned before the stain sets in.

Technology. If you require use of the special technology (beyond the basics: projector, etc.) in the room, you must include this information on the reservation form. A buffer of 30 minutes for set-up time needs to be included in your reservation time.

1. First time use (staff): training required on basic tech set up.
2. All faculty teaching in the studios must receive training on how to operate the technology in the rooms.

Any and all exceptions to these policies and procedures
require approval by the Office of the Dean.

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