



Frederick S. Pardee School of Global Studies

NEXT STEPS TO PLANNING YOUR EVENT AT PARDEE

The sponsoring Unit is responsible for arranging any services needed for its event directly with each University service provider and is responsible for all charges incurred. Cleaning and re-setting the room at the end of the event is the sponsoring Unit's responsibility.

Room Usage Fee: There is no room usage fee for Pardee School events. **Cancellation Policy:** Please let us know if an event is cancelled at the earliest convenience.

Conference Rooms: All conference rooms are located within administrative, faculty, and classroom space. There are no support services or staff located within the building to assist you. Nearby offices are private and should not be disturbed.

Room Set-up: Custodial services are necessary and there will be associated charges for room set-up and cleaning, regardless of the type of event. To submit a request for service and to select one of the standard event set-up diagrams, go to BUworks/CAMMS and create a Setup/Cleanup Custodial Request. An FSR/Work Order and an event set-up diagram are required to ensure that the venue is set and ready for your event. The FSR must be submitted at least 7 days prior to the event date. The Facilities Management area manager is Mario Moura: mmoura@bu.edu **Payment:** FSR/Work Order for *building and conference room used for the event*.

Food & Beverage: The Requester is responsible for catering logistics as well as the post-event cleanup.

Audio/Visual: There is no fee for the use of AV. However, your event management team is responsible for AV setup. Please arrive 10-15 minutes before your event to test equipment. For the conference rooms in 121 Bay State Road, please see *Appendix A* for self-service instructions to connect your laptop to the 90" monitor to display your presentation.

Police: To arrange for police details or any other police-related services, please contact Boston University Police at budetail@bu.edu or 617-353-9533. **Payment:** ISR to *BU Police Dept*.

Wi-Fi: All event guests can access the wireless network by individually registering their device on the BU Guest network. Guests will not have access to University-specific resources but will have full access to the Internet. Details on accessing the BU Guest network can be found [online](#). For questions or support, contact the IT Help Center at ithelp@bu.edu or 617-353-HELP (4357).

Sustainability: The Frederick S. Pardee School of Global Studies is part of the campus-wide commitment to meet the ambitious goals of the [BU Climate Action Plan](#) and [Zero Waste Plan](#). Think about what you can do to reduce the environmental footprint of your event with these ideas from [Events & Conferences](#), [Catering on the Charles](#), and [BU Sustainability](#).

Protection of Minors: The Pardee School of Global Studies is committed to maintaining a safe environment for all members of the Boston University community and guests; minor children participating in University-sponsored programs and activities require particular vigilance in order to protect their safety. If your program or event will have minors in attendance, you may be subject to the University's Protection of Minors Policy. You can view the Policy [online](#).

FOR MORE INFORMATION

If you have any questions regarding your reservation or the additional services from Events & Conferences, please contact us at confps@bu.edu.