One Time Bookings in Classroom Space

FAQ’s:

When can I reserve my space?
- The Office of Student Services will release auditorium space and some evening space one month prior to the first day of classes
- All remaining available classroom space will be released after the last day of add/drop (these rooms are held so that professors will have some options if they need to change their classroom for the semester)

I need a daytime classroom space during the first week of classes, before add/drop ends? How do I reserve it?
- Contact Terry Riordan at the Office of Student Services at riordan@bc.edu. We will work to find you classroom space during the add/drop period.

How do I make a reservation?
- Log in to Agora Portal
- Choose “My Services”
- Choose “Event Space Reservation System”
- Fill in the options

I cannot find any space available – any helpful hints?
- Check with the Catering Bureau of Conferences
- If you want a room at 7:00, try inputting 7:15 to give yourself more options. (Each reservation has a 15 minute buffer built in to avoid confusion at the end of one event and the beginning of another event but if you are making a reservation with a large number of people, you should consider keeping the buffer time).

I still cannot find any space – what can I do?
- Unless there is a note on the system indicating that more space will be available soon, you may have to change the date/time of your event

Who do I contact for assistance?
- You should contact the Bureau of Conferences at (617) 552-0311. They will assist you or direct you to the correct person.