



## **BOSTON COLLEGE OFFICE OF GRADUATE STUDENT LIFE**

### **Murray Graduate Student Center Space Reservation Policy**

#### Logistical Requirements

- ❖ Reservation requests must be submitted at least 2 business days in advance
- ❖ Study groups may reserve space no more than once a week, for two hours at a time. The MGC staff reserves the right to cancel standing study group reservations for special events
- ❖ The dining room may not be reserved between 11:00am and 2:00pm
- ❖ The MGC is a smoke free building
- ❖ Use of the stove and oven is prohibited
- ❖ Use of off-campus catering services is permitted. Due to the need for liquor licenses and liability issues, alcohol must be provided by the Bureau of Conferences
- ❖ Maximum capacity for any indoor event is 49 people
- ❖ Maximum capacity for lawn events is 250 people
  - ◆ Coordinator of event must arrange with BOC for bathroom facilities if event is scheduled during hours that the MGC is closed
  - ◆ In the event of inclement weather, lawn events will have to be rescheduled; MGC may not be used as rain location, securing an alternative location is recommended
- ❖ The MGC staff member on duty will make all house-related decisions
- ❖ Children under 18 must be accompanied by an adult affiliated with BC and must not disrupt other MGC guests

- ❖ At the end of an event:
  - ◆ All furniture must be returned to its original position.
  - ◆ Room must be returned to its original cleanliness and formation. Cleaning supplies are available upon request.
  - ◆ If room is not left in original condition, MGC staff reserves right to refuse further reservations by that group or individual

#### Event Requirements

- ❖ Non-BC guests are the responsibility of the BC group sponsoring the event
- ❖ Event must be sponsored by BC graduate student, faculty or staff for use by graduate students
- ❖ Event must be related to the BC Community
- ❖ Inside events must be held during regular MGC hours; lawn events may be scheduled when MGC is not open and alternative bathroom facilities must be secured