

Murray Graduate Student Center Space Usage & Reservation Policy

Event Requirements

- Event must be related to the BC Community.
- Individual graduate students or graduate student groups can request a space reservation at Murray Graduate Student Center for academic purposes such as study groups, group projects, or dissertation defenses.
- Graduate student groups can request space in Murray Graduate Student Center for non-academic purposes if they are a registered graduate student organization.
- Inside events must be held during regular Murray Graduate Student Center hours
- Non-BC guests are the responsibility of the BC group sponsoring the event.
- Faculty and staff interested in reserving space in the Murray Graduate Student Center should contact us directly at 617-552-1855.

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 four hours at a time. The Office of Graduate Student Life 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 Murray House is a smoke free building.
- Use of off-campus catering services is permitted. Due to the need for liquor licenses and liability issues, alcohol must be provided by Event Management.
- Maximum capacity for any indoor event is 49 people.
- Maximum capacity for lawn events is 250 people.
 - Coordinator of event must arrange with Event Management to reserve the Murray House lawn. You must also reserve bathroom facilities if event is scheduled when the Murray House is closed.
 - In the event of inclement weather, lawn events will have to be rescheduled; Murray House may not be used as rain location, securing an alternative location is recommended.
- The Murray House Staff or Office of Graduate Student Life staff 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 Murray House guests.
- Please know this is a shared space and all visitors are encouraged to keep noise at a reasonable level.
- Permit parking around the Murray House is reserved for A or M parking permits. Please park your car in the Beacon or Commonwealth Ave garage. There is limited metered parking along Beacon street.

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, Office of Graduate Student Life staff reserves right to refuse further reservations by that group or individual.

If you have any questions please contact us at 617-552-1855.

This policy is subject to change at any time without notice.