Campus Facilities & Services
So now that you’re on the conference planning committee, what’s next?
Securing campus facilities and services! BU has two excellent venues to hold your event—Monty’s on the upper campus and Kehr Union Building on lower campus. Whether 30 or 300 participants, BU has a venue for you.

Monty’s

Each year campus departments and offices host a variety of meetings, workshops and other special events. Our Monty’s facility has its own dedicated parking lot, covered entry, onsite catering and technology, and a spectacular view of town from the dining room.

Kehr Union Building (pronounced “care”)

As the social hub of campus, the Marguerite W. Kehr (pronounced “care”) student union building — KUB—features a ballroom, multicultural center, games room, computer lab, Husky Lounge snack bar, and several conference and meeting rooms. This would be your building of choice if you need to use multiple rooms in close proximity to each other at the same time.

Campus Dining

ARAMARK serves over 600 institutions across North America. ARAMARK provides residential dining and retail operations such as convenience stores, coffee kiosks, late-night eateries and branded restaurants. By deeply understanding and aligning with client’s goals, ARAMARK seeks to responsibly address the issues that are most concerning to universities and colleges today.

Technology

BU’s Monty’s & Kehr Union Building have dedicated staff onsite to assist you and your presenters with tech equipment for your workshop, seminar, or event.
Requesting Room Configurations (Setups)

The larger rooms are typically kept empty, so you'll need to specify the seating style you'd like for each room. Here are the most common:

**Classroom-Style**
6’ rectangular tables in rows, all facing forward. One, two or three chairs per table can be accommodated.

**Banquet-Style**
5’ round tables. Typically used for meals. Comfortably seats 6/table; maximum 8/table.

**Theatre-Style**
Rows of chairs with a center aisle. Typically used for large group sessions.

**Hi-Top Tables**
Small round tables. Adjustable-height in KUB; fixed-height at Monty’s. Typically used for receptions or pre-function events.

**U-Shaped**
6’ rectangular tables in an open-square format. Also request skirting and table-toppers for a more formal look.

**Small Speaker’s Platform**
Small staging, Podium, chairs, (2) 6’ tables, (4) Microphones, (2) mic stands, (1) boom stand, fixed projection screen, (3) backdrops, and the Ballroom projection system.

**Captain’s Table / Conference-Table**
Four 6’ tables together to create one larger conference table. Comfortably seats 12.

Note: table cloths, decorations, water glasses, notepads and pens are NOT included.

Many times event coordinators prefer to keep all rooms for their event on the same or adjacent floors in KUB.

<table>
<thead>
<tr>
<th>KUB 4th Floor</th>
<th>Ballrooms 1-2-3 and Ballroom Lobby Conference 409, 410 and 411</th>
</tr>
</thead>
<tbody>
<tr>
<td>KUB 3rd Floor</td>
<td>Conference 340-A and 340-B Conference 343 Multipurpose 345-A, and 345-B</td>
</tr>
<tr>
<td>KUB 2nd Floor</td>
<td>Hideaway 209 Multicultural Center 230</td>
</tr>
</tbody>
</table>
Summer Housing Options

Should your conference, retreat, workshop or summit occur between the end of May and the beginning of August, BU has four types of campus housing available to conference participants. All are handicap-accessible and every building has hard-wired fire-suppression systems which report directly to the Campus Police office.

<table>
<thead>
<tr>
<th>Style</th>
<th>Cost</th>
<th>Location</th>
<th>AC</th>
<th>Elevator</th>
<th>Linen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Halls</td>
<td>$15/person/night</td>
<td>Lower Campus</td>
<td>No</td>
<td>Yes</td>
<td>$6.50 per packet</td>
</tr>
<tr>
<td>2 BR Apartment</td>
<td>$100/apt/night</td>
<td>Upper Campus</td>
<td>Yes</td>
<td>No</td>
<td>Beds Made</td>
</tr>
<tr>
<td>4 BR Apartment</td>
<td>$140/apt/night</td>
<td>Upper Campus</td>
<td>Yes</td>
<td>No</td>
<td>Beds Made</td>
</tr>
<tr>
<td>6 BR Apartment</td>
<td>$150/apt/night</td>
<td>Upper Campus</td>
<td>Yes</td>
<td>No</td>
<td>Beds Made</td>
</tr>
</tbody>
</table>

For conferences held during the academic year, guests stay in local hotels operated by BU's Corporate Partners.

Pay it Forward Laundry Card Program

Guests staying in the upper campus apartments for 4 or more consecutive nights may have access to a rechargeable laundry card. The Pay It Forward Program works like this. Funds are put on the card via the cash-to-card machine in the Monty’s lobby. The value of the funds can then be used in any of the upper campus laundry rooms’ machines. Once the guest is done with the card, they return it to the Monty’s desk. Any unspent funds cannot be removed from the card. So the next guest that receives the card may be in for a nice surprise… some leftover funds remaining on the laundry card!