

## Bush Room usage policies

The Bush Room (10-105) may be used by MIT departments, offices, or groups for MIT-focused events. The Events and Information Center manages and schedules this space. We recommend that you print this document for future reference.

### Audio visual equipment

The Bush Room has some built-in AV equipment. Users are advised that there is no AV support or instruction available—please make arrangements with [MIT Audio Visual](#) to run the equipment if you do not know how to use it.

Available AV that is built into the Bush Room:

- Screen
- LCD projector
- Sound system
- Electrical outlets
- Analog phone jacks (phones not included)
- Internet

Any other AV equipment (such as a microphone, podium, DVD player, or computer) can be ordered from [MIT Audio Visual](#), and must be removed promptly at the end of the event.

### Terms of use

The Bush Room is tightly scheduled, and we ask that users respect one another by adhering to these terms of use. Noncompliance will result in withdrawal of permission to use the room in the future.

- There is no custodial service scheduled for the Bush Room; users must take responsibility for set-up, clean up, and breakdown of the room. This means including time in the reservation on either end of the event for the work to be done. The room must be returned to its original configuration after each event ([default set-up](#)). [Atlas: create request](#)
- If the default furniture configuration is not being used, the user must make arrangements to have the room set and re-set. Facilities require a lead-time of 3–5 days for set-up/breakdown orders (see link to Atlas above).
- The Bush room closet has been taken offline and, as a result, only the furniture included in the default set-up is available for use. If the user needs additional rectangular tables or chairs, an event setup request will need to be submitted via Atlas (see “Service requests: event setup”). If rounds or cocktail tables are needed, user must order from an outside vendor, such as [Peterson Party Center](#), and arrange for set-up and pick-up of rented furniture.
- No deliveries can be made to the Bush Room outside of user’s scheduled reservation time.
- Doors to the Bush Room are always locked when the room is not in use, so users must pick up a key (day before or day of event) from the MIT Events Office, Room 7-121, Monday – Friday, 9 am – 5 pm. The key must be returned either immediately following an event or on the next weekday. Failure to return the key can result in a \$200 fine and inconvenience to the group with the next reservation. Keys must be picked up in advance for weekend events. They are not available from Facilities or Campus Police.
- There is no fee to use the space, but we do require an account number. This number will be charged in the event of damage to the furniture, loss of the key, or required custodial services.

### Room maintenance

- The room must be left ready for the next group: locked, clean, empty, lights off.
- Door must be locked with key: turn the key to the right and listen for click and then turn the latch to make sure door is locked.
- Remove all catering debris. Please make arrangements with the caterer to pick up dispensers and other equipment promptly. Make use of the vacuum cleaner in the kitchen if needed.

- Dispose of leftover food and empty all trash and recycling cans. Please place all bagged garbage and recycling in the hallway outside the kitchen, and place a fresh bag inside each trash/recycling can. Bags are in the kitchen below the sink.
- Remove rented AV equipment. The Events and Information Center is not responsible for lost equipment.
- Clean all tables and chairs. Windex and paper towels are in the kitchen. Please use a damp paper towel when wiping down the chairs.
- Please place 20 chairs around five 8' tables, forming a U shape, and place two 5' tables on either side of the kitchen entrance. Arrange one row of six (6) chairs against the back wall. The remaining stacking chairs should be stacked in the kitchen.
- Table clips are a good way to attach skirts to tables. Please avoid using tape and Velcro on the tables because they ruin the finish; a \$50 fee may be assessed for any damaged table.
- Absolutely NO affixing any banners, posters, charts, etc. on walls, windows, chalkboard, doors, or other surfaces in the room. White boards, easels, and other equipment can be ordered through [Audio Visual Services](#).

Thank you for your cooperation.

Questions? Please contact [bushroom@mit.edu](mailto:bushroom@mit.edu).