



Campus Center and Event Services

University of Massachusetts Boston
100 Morrissey Boulevard, Boston, MA 02125-3393
P 617.287.4800 umb.edu/event-services

Linux Install fest/Hoffman

Contact: Debbie Wade
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7-4868

Status: *Confirmed*
Reservation ID: 2025-ABSDLK
Department Speedtype: 108095

IMPORTANT DATES

Last Day to Request Layout Changes: **Wednesday, September 17, 2025**

Last Day to Submit Catering Order with UMass Boston Dining: **Wednesday, September 10, 2025**

RESERVATION TIMING DETAILS

Pre-Event Time: *This is the earliest you or your team may enter the space to set up materials, test equipment, decorate, etc. Access is not permitted before this time.*

Event Time: *This is the **official start** and end time of the event - when guests are expected to arrive and leave. This time is listed on the event calendar.*

RESERVATION SUMMARY

Open Event in 25Live:

[Event Details](#)

Wed, Sep 24 2025

3:00 P.M. - 8:00 P.M., Linux Install fest/Hoffman

Head Count: Exp: 20, Reg: 0

Location		Instructions
U03-3540		Layout: Round tables of 8 Setup Crew: (5) Rounds of (5);
Qty	Resource	Instructions
25	CC Chair, ballroom	
1	Setup crew - regular	
5	Table, round, 60" (CC)	

SPACE USE AGREEMENT & TERMS

Academic Space Use (classrooms and auditoriums)

In some cases, academic space is assigned for non-academic use. Moving or reconfiguring the teaching desk, AV equipment, or furniture in classrooms is strictly prohibited. Requestor/hosting department will be responsible for any repair/

replacement of damaged or relocated furniture and equipment. If you have been assigned a classroom or auditorium, please review the

[Classroom Reservation Guide](#).

AV and Special Event Equipment

AV equipment, special event furniture, or other resources not built-into a reserved space must be requested in advance and listed in the reservation instructions above. AV equipment in non-academic buildings is delivered to the location 15 minutes prior to the reservation start time and must be signed out by the requestor. The requestor must call [617.201.6691](tel:617.201.6691)

to request equipment pickup at the end of the reservation and wait for Event Services staff to arrive. Equipment may not be left unattended. The requestor is liable for the cost of replacement or repair incurred by the failure to return loaned equipment or the return of damaged equipment.

AV equipment in classrooms and auditoriums is provided by [AV Services and Classroom Technology](#) and must also be requested in advance. View a list of classroom equipment and AV office hours and locations on their [website](#).

Event Staffing Requirements

If the event requires event staff to be on-site for setup or support outside of regular business hours, the hosting department pays for the hourly rate of the staff assigned. Staff assignments may include space setup, event support, and/or police officer details. The hosting department will be notified and the speedtype provided on the event request will be automatically charged for the hours worked (four hour minimum applies). Requests submitted without a valid speedtype will be denied. Additional information about staff assignments is available on the Event Services website: [Event Staffing Fees](#).

EVENT ACCOMMODATIONS

As an event organizer you may receive questions from potential attendees about disability related needs or accommodation requests. The University of Massachusetts Boston is committed to providing access to the university for people with disabilities to all events and programs sponsored by the university.

For any event held or hosted by UMass Boston, the event organizer is fully responsible for providing accessibility-related accommodations for attendees. Common accommodation requests might include a request for an American Sign Language interpreter, CART services, accessible digital handouts, or food allergen identification.

Below are resources to assist you in planning an inclusive and accessible event. Additional information you may wish to provide is available online:

[Civil Rights and Title IX](#)

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The UMass President's office has created a useful Toolkit including tips for planning and hosting an inclusive event or presentation.

- [Event Services](#)
can provide information about the physical accessibility and features of all campus rooms and event spaces. Event services can also provide information about stage ramps and accessible room layout options.
- [Classroom IT Services](#)
can provide information about video captioning, assisted listening devices, and amplified sound options.
- [Dining Services](#) can assist event organizers in ordering food that avoids common allergens.
- Designated accessible parking spaces are available in each campus parking lot and garage. Accessible parking spaces require displaying a state issued HP license plate or placard.

- The campus ADA Coordinator can provide training and assistance on responding to ADA event accommodation questions and requests.