

BRC RESERVATIONS

HOW DO I BOOK A VENUE AT THE BRC?

The BioScience Research Collaborative (BRC) features state of the art meeting and event venues to our research community. Located at 6500 Main, on the corner of University Boulevard, the BRC can meet your presentation and events needs with an auditorium, lecture hall, conference rooms and large exhibit hall. Browse our venue information on the BRC website under "Event Reservations". For a rate schedule, please feel free to contact us at brc-events@rice.edu. Please note that reservations for events directly related to scientific research will be given priority. All reservations are subject to approval by the BRC Director.



BRC AUDITORIUM (RM 103)

Seats up to 285



2ND FLOOR LECTURE HALL (RM 280)

Seats up to 87



EVENT/ EXHIBITION HALL (RM 120)

Seats up to 250

MAKING YOUR RESERVATION

Once you have decided on a venue that you are interested in utilizing follow these steps:

1. Check our [Venue Calendar](http://brc.rice.edu/brcvenue/) (<http://brc.rice.edu/brcvenue/>) for availability.
2. If the venue is not shown as occupied, please download the [BRC Reservation Request Form](#) under "Event Reservations" on the BRC website, fill it out and email it to us at brc-events@rice.edu.
3. Once the Reservation Form is received, we will confirm availability of the venue(s) requested and send you a "Rice Contract for Use of Venues & Equipment" to complete.
4. Once both forms are complete and submitted, we can present them to the BRC Directors for approval.

Have additional questions? Feel free to contact the BRC Events Specialist, Munira Vejlani, at 713-348-8407 or via email at brc-events@rice.edu.