

**WEST VIRGINIA UNIVERSITY  
STUDENT ENGAGEMENT AND LEADERSHIP OFFICE  
RESERVATION AND FACILITY USE GUIDELINES**

1. Contact Student Engagement and Leadership to reserve a classroom or the brick area across from the Mountainlair. Classrooms must be scheduled at least 48 hours in advance. Email [kim.harrison@mail.wvu.edu](mailto:kim.harrison@mail.wvu.edu) to schedule either a classroom or the brick area.
2. Mountainlair meeting rooms can be scheduled by emailing [reservations@mail.wvu.edu](mailto:reservations@mail.wvu.edu) or call (304)293-3250.
3. Banner space in the Mountainlair can be reserved by contacting Kim Harrison by email or call 293-3814. Banners can be no larger than 6 x 6 and be approved in advance. Space can be reserved for up to two weeks per semester. It is the responsibility of the organization to hang and remove the banner and remember, no glitter is allowed to be used.
4. The Student Engagement and Leadership office may require that security, the University Police Department (UPD), be present at your event. Security may be reserved through our office. **However, each organization will be held responsible for payment.**
5. If your organization needs security, technical equipment or physical plant assistance, paperwork must be completed and turned in 2 weeks prior to the meeting/activity.
6. If your organization will be selling goods or services, or collecting money in any form, you must also fill out a Special Event/Concessions Form. These can be picked up in the Student Engagement office or found at [studentengagement.wvu.edu](http://studentengagement.wvu.edu) under the "Forms and Resources" link. This form is not required for collection of annual dues. If your organization is having a bake sale, please remember to pick up the Health Department form in our office.
7. Please contact the Student Engagement office to cancel any unneeded class room or the brick area. If UPD has been scheduled, you must give 48 hours notice for cancellation. (Any event occurring on Saturday or Sunday must be cancelled by Thursday no later than 4:45pm). **Your organization will be held responsible for any expenses or damages to the room/area if cancellation does not occur. If you need to cancel a Mountainlair room call 293-3250 or alert the Information Desk staff.**
8. **You are responsible for making sure the facility is clean and returned to original condition. This also includes any A/V equipment, overhead screens, and/or any other equipment necessary for a classroom environment. Failure to do this may result in clean-up expenses for your organization and/or other sanctions by this office.**
9. Upon arrival, if the reserved facility/area is locked or damaged, immediately notify the UPD at 293-COPS. If your organization fails to notify UPD, it could be held financially responsible for any damage.
10. Upon arrival, if the reserved facility/area is in an unsatisfactory condition, not clean or trash has been left, call Physical Plant (293-HELP) Monday – Friday, 7:30am to 3pm. For clean-up Monday – Thursday, 3pm to 7:30am call the UPD(293-COPS) Physical Plant has no clean-up staff from Friday at 3pm to Monday at 7:30am.
11. For any **emergency** clean up needs, call UPD (293-COPS) immediately.

12. Your organization and its guests must comply with all University, State, and Local laws and policies. The consumption or possession of alcoholic beverages or possession of weapons on University property is strictly prohibited. Failure to adhere to these rules and guidelines may result in disciplinary action in accordance with the WVU Student Conduct Code.
13. Chalk drawing on WVU property, including sidewalks, is prohibited.
14. Permission for open flame on WVU property is granted on a case-by-case basis. Contact the Department of Environmental Health & Safety at 293-3792.