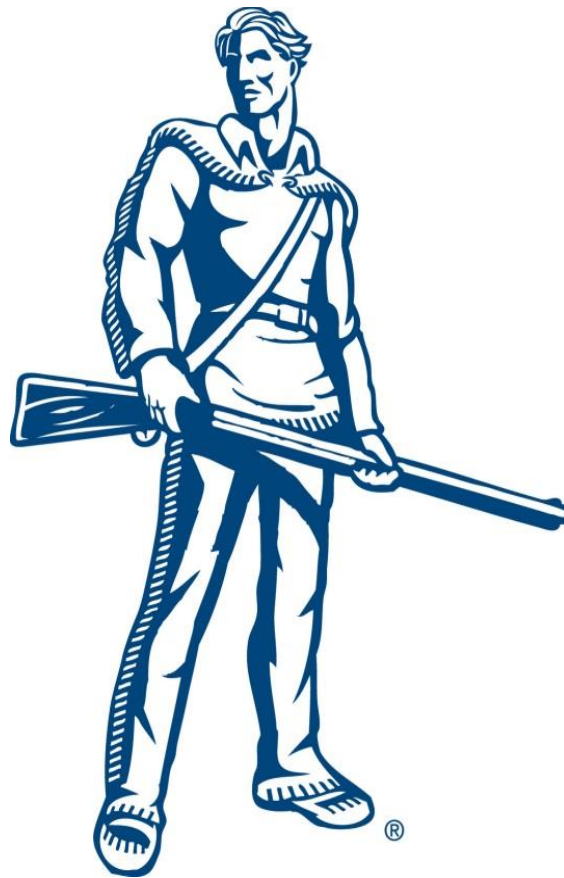


MOUNTAINLAIR RESERVATION HANDBOOK



**West Virginia University
Morgantown, WV**

Revised: July 2022

Mountainlair Reservations Office

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I. Introduction

The Mountainlair Reservations Office (“MRO”) plans and coordinates a wide variety of events in the student union on the downtown campus. With over 220,000 square feet of building space, the Mountainlair provides the University community with a meeting place for social, recreational, cultural, and educational pursuits. The MRO coordinates approximately 13,000 events a year, which range in size from fifteen to one-thousand participants.

The Mountainlair provides an environment in which members of the University community may fully engage in the culture of higher education by exercising their rights to speak freely, share ideas, and to broaden and enhance the intellectual experience at West Virginia University.

The Mountainlair strives to ensure equal access to its facilities for all students of West Virginia University. For this reason, West Virginia University student organizations will have priority in the use of facilities. Pursuant to applicable University policy, use of the Mountainlair by individuals or groups who are not associated with the University will be limited to events or programs that have an educational or cultural purpose and a campus sponsor. Furthermore, the event or program must not compete with the ongoing programs of the University.

For more information, please contact:

Phone: 304-293-3250

Fax: 304-293-3736

E-mail: Reservations@mail.wvu.edu

Mail: P.O. Box 6437, Morgantown, WV, 26506-6437

II. General Rules and Information

The following rules and information are generally applicable to activities and events occurring in the Mountainlair:

- The nature of activities shall not be potentially physically disruptive to the campus. Local noise ordinances must be obeyed. While this rule may not be construed to preclude use of facilities based on political philosophy, race, religion, creed, or the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the Constitution or laws of the State of West Virginia or the United States.
- The Mountainlair reserves the right to control noise/volume levels, and/or to curtail all activities. Further, there shall be no loud noise or any activities that disrupt the events held by other users.
- All charges must be reasonable, charged equally to all similar groups, and must be published in advance. In turn, such groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect cost of the sponsored activities. All surplus revenue derived from the conduct of an event will accrue to the benefit of the institution, except for public and nonprofit groups for which this provision may be waived. An exception to the surplus revenue may be granted for certain programs offered during the summer months where the activity generates significant revenues to the Housing and Dining accounts of the institutions.
- All charges for services provided and/or damages are the responsibility of the group or organization hosting the event. The sponsoring group or organization is responsible for the behavior of their guests. Persons conducting themselves inappropriately or in a manner that is a safety concern may be asked to leave the area.
- In the interest of personal safety of guests, students, and staff, the following rules must be followed:
 - The normal seating capacity must not be exceeded.
 - All aisles leading to exit doors must be kept clear and unobstructed.
 - Exit doors must not be fastened or obstructed to prevent doors from being opened readily from the inside.
- The consumption or possession of alcohol at any event must comply with West Virginia University Board of Governors Policy.
- Some events may require that a University Police Department officer be present.
- Skateboards, bikes, “heelys,” etc. are prohibited.



- Student organizations that wish to schedule space in the Mountainlair must be currently recognized by the University and in good standing.
- With the exception of service animals, animals are prohibited in the Mountainlair.
- The Mountainlair Director or designee reserves the right to create exceptions to these and any other rules set forth in this handbook as operational necessity requires.

III. Reservation Procedures

1. General Reservation Procedure

Reservations can be made by calling the MRO at (304) 293-3250 or by e-mailing Reservations@mail.wvu.edu. Reservations may also be made in person during office hours, which are 8:15 a.m. to 4:45 p.m., Monday through Friday. West Virginia University recognized student organizations and University departments have priority of scheduling within the Mountainlair.

The Mountainlair is funded through student union fees for general building use by West Virginia University students, faculty, and staff; no charge is levied for University-related meetings and events when the following criteria are met:

- A. The meeting or event is sponsored by a University recognized or registered student, faculty, or administrative group.
- B. The nature of the meeting or event is within the recognized purposes of the group, and the event is intended for members of the sponsoring group or for students, faculty, and staff of West Virginia University.

The name of the individual authorized to make reservations or request changes or cancellations of all recognized student organizations must be filed with the MRO. Recognized student organizations can request space at

Campus Space Request Form: <https://wvuengage.wvu.edu/submitter/form/start/531064>

Mountainlair Space Request Form: <https://wvuengage.wvu.edu/submitter/form/start/533924>

Banners: <https://wvuengage.wvu.edu/submitter/form/start/531064>

Student organizations not yet recognized are permitted three reservations until paperwork is completed.



2. Cancellations

Notifying the MRO of cancellations enables the Mountainlair to meet the growing demand for space by the University community. Please notify the MRO at (304) 293-3250, 8:15 a.m. to 4:45 p.m., Monday through Friday, if a reservation is no longer needed or (304) 293-3701 after 4:45 p.m. and on weekends.

The Mountainlair reserves the right to cancel, move, or modify a reservation based on operational necessity of the University and the Mountainlair.

Reservations not cancelled within twenty-four hours of a scheduled event may result in the responsible party being charged one-half of the direct costs of the event, including technical charges, when applicable.

3. No-show Procedure

A student organization's failure to cancel a reservation will result in a written warning letter. Two warnings will be given during the school year. A third failure to cancel a reservation will result in the loss of scheduling privileges for the remainder of the semester and cancellation of all events currently scheduled. This procedure applies to both meeting rooms and lobby spaces. Failure to cancel may also result in surcharges, as noted above.

4. After Hours

Any student organization, student or staff that does not have a scheduled reservation at that time can come to the Mountainlair Information Center and request a room. Meeting rooms will be issued based on availability.

Anyone requesting a meeting room must have a valid West Virginia University student or staff ID to be collected by the Night Operations Personnel. The ID will be returned upon satisfactory completion of a room inspection. Any damage to the room or missing equipment may result in appropriate fees.

The furniture and technical equipment in the meeting rooms may not be removed, rearranged, or changed in any way.

After 4:45 p.m., customers requiring tables, chairs, extension cords, and other similar items should go to the Information Center on the first floor and request those items. The provision of equipment for customers without a reservation is subject to availability and the decision of Night Operations.



5. First Floor Lobby Spaces

Five Informational Lobby Spaces are available on the first floor for use by student organizations and departments. Table space can be reserved Monday through Friday, between the hours of 8:15 a.m. to 4:45 p.m. by calling (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu. Each organization may utilize a table on the first floor for only five days per month with a limit of five total reservations made at one time. The user must use the table space designated by the MRO. Table reservations are non-transferable; a member of the organization must be present at the table at all times.

Chairs are provided at each table. The chairs may not be removed from the dining tables to supplement seating. Sitting or standing on the tables is prohibited. Due to the large amount of pedestrian traffic, group members must remain behind their assigned table. Obstruction of the walk-ways is not permitted.

If an organization fails to appear by 12:00 p.m. on the day of the reservation, the space will be released for the remainder of the day. Tables not occupied by 12:00 p.m. may be reserved by another organization through the MRO.

Nailing, tacking, or taping anything to the pillars or walls is strictly prohibited. However, the gummy adhesive, "Hold It," may be used. A backdrop may be hung behind the table using the black pipes. Posters, signs, or banners may not be hung on walls or columns, but they may be placed on the front of the table or booth as long as they do not exceed the length of the table. An easel may be used, but it must be placed directly behind the table.

No materials may be stored overnight.

6. Games Area Special Event Policy

Reservations for bowling/billiards parties can be made by either contacting the Games Area in person, or phone (304) 293-2206. Basketball, Corn Hole, Ladder Ball, Frisbee, Soccer Ball, Football and Spike Ball are available to check out for use on the Rear Plaza. The Games Area has a vast assortment of board games that can be checked out with a WVU Student ID.

Special events and parties are generally reserved in two hour blocks and include bowling lane rental, shoes, ping pong, board games, and billiards. The Games Area will not close to the public for parties unless arranged in advance with management approval. For rates, please contact the Games Area Manager at (304) 293-2206.

Reservations are not available during WVUp All Night program hours on Friday and Saturday nights from 10:00 p.m. until close. Individuals under the age of seventeen are not permitted in the Mountainlair Student Union after 10:00 p.m. on Friday and Saturday evenings featuring WVUp All Night programs.



Any special events or parties that require the area to be opened and/or closed other than during regularly scheduled hours will be charged at a rate to be determined by the Games Area Manager and approved by the MRO.

Any food brought into the area must be provided either by the Season 67 Catering Office, or any Mountainlair Food Court vendor. Requests for an exemption must be made through the Season 67 Catering Office.

Final arrangements must be confirmed with the Games Area management staff no later than forty-eight hours prior to the event.

Notice of cancellation must be confirmed no later than twenty-four hours prior to the event. Groups that fail to cancel their event may be assessed a fee of 50% of the total estimated cost based on arrangements that have been made.

Payments can be made with cash, check, or credit cards. Groups can be invoiced if arrangements are made in advance.

7. Meeting Rooms

A. Available Space

The Mountainlair offers sixteen meeting rooms, including the Ballrooms. Student organizations may schedule space two weeks prior to the start of Fall semester and two weeks prior to winter break for the Spring semester.

The Mountainlair does not assume responsibility for damage to or loss of any materials or equipment left in the building on display or in storage. All items will be given the same care and protection given to Mountainlair property.

If special services are requested, such as the use of additional chairs, tables, or special electrical requirements, additional fees may be assessed. The MRO will assist in coordinating necessary Facilities Service work requests and will require a copy of the request at least two weeks prior to the scheduled event.

B. Available Items

Subject to availability, the Mountainlair may provide all in-house meetings, conferences, and banquets the following equipment. Please inform the MRO in advance of equipment or support needs. Available items include:

1. Easels
2. Sign standards
3. Portable staging
4. White/Cork Boards
5. Pianos (Grand in Ballroom and portable upright)
6. Coatracks
7. Podiums
8. Portable screens
9. Marquis poles and velvet rope
10. Exhibit curtains and poles, curtains and skirting available in black and blue
11. Tables (6ft, card, 60"round, and 72" round) and chairs

C. Rooms and Set-up Options

Please see ballroom and meeting room chart on the next page for room capacity and set-up options.

Room	Theatre	Banquet	Classroom	Conference	U-Shape
Ballroom	850	450	330	n/a	n/a
Ballroom- Large Blue	600	350	240	n/a	n/a
Ballroom- Small Blue	490	290	180	n/a	n/a
Ballroom- Large Gold	250	144	120	n/a	n/a
Ballroom- Small Gold	175	108	90	n/a	n/a
Blackwater	36	24	24	28	16
Bluestone	n/a	n/a	n/a	26	n/a
Cacapon	n/a	n/a	n/a	14	n/a
Cathedral	44	30	24	16	28
*Greenbrier	55	36	36	22	30
JG Theatre	196	n/a	n/a	n/a	n/a
Kanawha	n/a	n/a	n/a	14	n/a
*Laurel	41	30	33	14	31
Lobby Spaces	n/a	n/a	n/a	n/a	n/a
* Monongahela	45	24	24	14	28
Mountain	27	n/a	27	20	24
Mountaineer	50	42	45	36	40
Potomac	n/a	n/a	n/a	16	n/a
*Rhododendron	125	66	60	n/a	76
Side Pocket	n/a	n/a	67 (32 additional booth seats)	n/a	n/a
*Shenandoah	90	42	63	n/a	n/a
Tygart	n/a	n/a	n/a	12 (Octagon)	n/a



Listed above are the maximum capacities in each room. If registration table, catering tables, and/or information tables are needed, this will reduce the overall seating chart.

8. Ballrooms/JG Theatre

Each student organization may schedule one event per semester, one year in advance in the Ballrooms or JG Theatre. A second large event may be scheduled if space remains available. These reservations must be confirmed two weeks prior to the event.

The Mountainlair reserves the right to require a University Police Department officer for large gatherings. Recognized student organizations will arrange security through Office of Student Engagement and Leadership for after-hours events.

University departments may reserve space on an “as-needed” basis.

9. Non-University and Off-Campus Groups

The use of campus facilities by off-campus individuals or organizations will be permitted in accordance with the guidelines detailed below.

University facilities and support services will be made available only to the extent that their proposed use is not in conflict with the regular programs of the institution.

An Event Contract, accompanied by evidence of such insurance protection as may be required to adequately protect the institution, shall be executed by the campus sponsor and also be signed by a responsible officer of the non-University organization that plans to use a campus facility.

A 50% deposit must be made in advance of the facility fee. All of the charges assessed for the use of campus facilities shall be sufficient to cover all identifiable costs of both a direct and indirect nature except that charges for indirect costs may be waived at the discretion of the institution for nonprofit organizations and/or public bodies of the State of West Virginia, such as county schools or school systems.

IV. Events and Offerings

1. No Academic Classes

Mountainlair facilities shall not be used for academic classes, with the exception of the JG Theatre. Deviation from this practice requires approval of the dean of the college or school concerned, the Director of Mountainlair, and the Facilities Planning and Management Office.



2. Final Examination Week

Loud events, outdoor events, and events with large audiences are prohibited during finals week; however, regularly scheduled activities such as films, and weekly meetings will be offered.

Students requesting a study room must have a valid WVU Student ID. Meeting rooms will be issued based on room availability; furniture and technical equipment may not be moved, rearranged, or changed in any way. Study Rooms are on a first come first serve basis.

3. Banners

A. Student Organizations and Department Requests

Thirteen banner spaces are available for student organizations and Departments on the Food Court railing. Hanging and removal of the banners is the responsibility of Office of Student Engagement and Leadership.

4. Rehearsals

Two reservations for rehearsals and one reservation for the day of the actual event are permitted. The Mountainlair will furnish one setup for a dress rehearsal and one setup for the actual event.

5. Event Décor

Decorations for events held within the Mountainlair meeting and ballrooms are subject to specific restrictions. Failure to abide by these restrictions will result in fees for clean-up and any damages incurred. Any student organization found to be in violation of these policies will be required to remove the articles immediately and will be subject to fees.

- Only displays that are free-standing or suspended from easels are permitted.
- Doorways, halls, and stairs must remain unobstructed by decorations.
- Generally, the burning of candles, sparklers, incense burners, paper leaflets, combustible figures, or pyrotechnic devices is prohibited on University property; however, catered events scheduled through WVU Dining Services will be permitted to use candles only for decorative purposes.
- Only flameproof materials are permitted. Materials are considered flameproof if they do not ignite when subjected to the flame produced from an ordinary wood match.
- The use of nails, tape, glue, thumbtacks, or adhesive on floors, walls, ceilings, doorframes, or columns for the purpose of attaching materials is prohibited.
- Fastening display materials to draperies, light fixtures, ceilings, sprinklers, and sprinkler pipes is strictly prohibited.
- Sand, glitter, and confetti are prohibited.

- No painting, including banners and construction work, may occur on the premises, including the Rear Plaza.
- Fog and hazing machines are prohibited.
- Arrangements for special lighting effects must be approved two weeks prior to the event.
- All light bulbs over 60 watts must be at least five inches away from any surface.
- Special decorative collars are not permitted at the neck of a bulb in any electrical socket.
- Covering windows is prohibited.
- All decorations must be removed at the conclusion of the event.

6. Plaza

The Plaza is intended to be used by students as an area for casual congregation; however, the Plaza may be reserved for approved, large-scale events that are sponsored by the President's Office or Student Life. Generally, concerts or events with loud music are not permitted on the Plaza prior to 4:45 p.m. or after 9:00 p.m. No event on the Plaza can extend beyond the Mountainlair building hours.

If technical assistance is needed, it must be arranged at least two weeks prior to the event. Technical support or equipment will not be available in the case of inclement weather. Two technicians are required for outside events.

Barbecue grills are only permitted at University-sanctioned functions wherein food service personnel will act under safe and standard operational procedures to prepare food on an authorized grill outside of University buildings.

All other requirements can be discussed with the MRO.

7. Chalking

Chalk drawing on University property, including sidewalks, is prohibited.

8. Leaflet Distribution

Student organizations and department representatives may distribute notices or fliers in the Mountainlair with a reservation. Reservations can be made by contacting the MRO at (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu. Notices, fliers, table tents, and the like may not be distributed on the tables, chairs, walls, or windows in the facility; however, notices or fliers may be posted on bulletin boards designated for public use.

Advertising an event using easels, signs, posters, or free-standing displays is available on the first floor and may be scheduled one week prior to the event by contacting the MRO. Advertisements must be removed immediately following the reservations period.

9. Outdoor Assemblies

Assemblies of persons may occur on any grounds of the campus outside of buildings. Generally, outdoor areas may be used by the public without a reservation from 7:30 a.m. to 10:00 p.m. However, reserving outdoor space is encouraged for assemblies of fifty or more people; reservations may be made by contacting the MRO at (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu.

IV. Event Support Services

1. Food and Beverage

All food or beverages served in the Mountainlair must be provided through the Season 67 catering office at (304) 293-0462. Food and beverages purchased from food court vendors is permitted; however, outside or self-catering is not permitted.

2. Fundraisers

The Mountainlair will permit fundraising subject to several regulations. All products to be sold in the building must be approved in advance. No items or products already sold in the Mountainlair may be sold as a fundraiser. Items bearing West Virginia University trademarks may not be sold. Bake Sales are prohibited. Please contact the MRO (304) 293-3520 for a complete explanation of applicable regulations.

3. Catering

Please refer to the Dining Services website at catering_sales@mail.wvu.edu or contact the Season 67 catering office at (304) 293-0462 for selections, prices, and procedures. When banquet services are requested, notice must be given two weeks in advance. Menus and estimated numbers must be submitted two weeks prior to the event. Final count must be agreed upon within forty-eight hours of the event. For further information, contact Season 67 at (304) 293-0462.

4. Use of Pianos

If tuning is required for an event, the MRO will contact the appropriate personnel to tune the piano and reasonable charges may apply. Charges will be assessed to the sponsoring organization/person for damages resulting from misuse.



A. Grand Piano

The grand piano may not be removed from the Ballrooms, it must remain on the floor and may only be used in conjunction with a scheduled musical event. The person(s) scheduled to play for a musical event may schedule practice time in advance.

B. Upright Piano

The upright piano may be moved to any location in the Mountainlair and may be used by West Virginia University students, faculty, or staff.

5. A/V Technical Unit

The audio-visual services for patrons of the Mountainlair is provided by the Arts & Entertainment A/V Technical Unit. Student technicians are available to assist with the setup and technical execution of the events.

With exception of the Mountaineer Room, all meeting rooms are equipped with built-in presentation systems, as follows:

Meeting Spaces with built-in presentation systems and video cameras*

Ballrooms	Blackwater	Bluestone
Cacapon	Cathedral	Kanawha
Mountain	Potomac	Tygart

* Includes PC with installed video camera, in-room audio, projector/screen or TV, DVD/Blu-Ray player, HDMI, VGA and power connections

Meeting Spaces with built-in projection systems**

JG Theatre	Laurel	Monongalia
Rhododendron	Shenandoah	Greenbrier

** Includes PC, in-room audio, projector/screen or TV, DVD/Blu-Ray player, HDMI, VGA and power connections

^Technician(s) maybe required for any event depending on the technical complexities of the event which will be determined by the A/V Technical Unit. Technicians will arrive one hour prior to the start time of the event, unless otherwise arranged.



Additional Equipment Available

- Conference phone
- Portable webcam for video conferencing
- Flat screen TV
- LCD projectors (For customers with their own laptops)
- VCR/DVD/Blue Ray players
- Media Carts (Projection system with laptop and computer speakers)
- Portable audio systems with microphone
- Portable PA systems (Technician Required)
- Assorted wired and wireless microphones
- Stage lighting (Blue Ballroom only)

Wireless internet is available via WVU Guest, and hard-wired ethernet connections can be requested from the Mountainlair Reservations Office.

We are happy to meet with clients in advance to discuss their technical needs and how we can best accommodate them.

Contact Information:

PO Box 6017

Morgantown, WV 26506-6437

Phone: 304-293-4406

Email: LairAVTech@mail.wvu.edu

6. Films

Movies scheduled through the MRO for public viewing must have proof of copyright permission before the movie can be shown.



7. Fees

All meeting rooms and equipment are available to student organizations and academic/administrative departments free of charge. However, fees will be billed for special services.

The Mountainlair reserves the right to determine which events and/or use of equipment require the use of a technician. Events that take place outside the Mountainlair or those of a more complicated nature will require two technicians.

Extended hours and early openings will result in a \$50.00 charge per hour.

Excessive clean up or damage will result in appropriate fees.

Facility fees associated with direct and indirect expenses will be assessed for multi-day meetings and conferences. Meetings and conferences sponsored by University departments that generate funds will be charged 50% of the typical facility fee schedule.

<u>Room</u>	<u>Rental Fee</u>
Ballrooms	\$500.00
Large Blue	\$375.00
Small Blue	\$375.00
Large Gold	\$200.00
Small Gold	\$200.00
Blackwater	\$ 50.00
Bluestone	\$100.00
Cacapon	\$ 40.00
Greenbrier	\$100.00
JG Theatre	\$325.00
Kanawha	\$ 40.00
Laurel	\$ 50.00
Monongahela	\$ 50.00
Potomac	\$ 45.00
Mountain	\$ 65.00
Mountaineer	\$125.00
Rhododendron	\$125.00
Shenandoah	\$125.00
Side Pocket	\$100.00
Tygart	\$ 40.00

Usage Fees for Campus Equipment Rental

<u>Equipment</u>	<u>Rental Fee</u>
Easel	\$5.00 per easel
Chairs (Samsonite)	\$1.00 per chair
Coatrack	\$25.00 per coatrack
Lectern (Floor)	\$25.00 per lectern
Lectern (Table)	\$20.00 per lectern
Table - 5ft Rectangle	\$6.00 per table
6ft Rectangle	\$8.00 per table
60" Round	\$9.50 per table
90" Round	\$10.50 per table
Serpentine	\$10.50 per table
Pipe and Drape (10' section)	\$43.50 per section
Stage section (6'x8' section)	\$53.50 per section
Skirting for portable stage (15" x 15")	\$14.50 per section
Steps for portable stage	\$25.00 per set

Invoices will be generated two weeks following the event. Payment can be made with Shared Services by calling, 304-293-8233. Invoices not paid within thirty days may result in loss of scheduling privileges until payment arrangements have been made.