

**ELIZABETH MOORE HALL/BETTY BOYD LOUNGE  
REQUEST FOR USE FORM**

ORGANIZATION: \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_  
**(Please include your clean-up time in the estimation of departure-taking into consideration the building hours.)**

MAXIMUM NUMBER PARTICIPATING \_\_\_\_\_ (Per Fire Marshall: Limit 96)

\_\_\_\_\_ Require use of kitchen. **Kitchen cabinet key will no longer be available for events in the Lounge. You must put your request for any items you may need in the Description of Event below – coffee pots, trays, punch bowls etc.**

\_\_\_\_\_ Furniture must be left in the living room setting or check next request and talk to Skylar Braithwaite.

\_\_\_\_\_ Requests for chairs, podium, sound system, re-arrangement of furniture must be done through Skylar Braithwaite. This must be done at least **TWO WEEKS** before your event .

**If your event will be catered, it must be catered through Mountainlair Catering – 293-5105.**

**E. MOORE HALL DOES NOT SUPPLY AUDIO-VISUAL EQUIPMENT.**

\_\_\_\_\_ Yes, I have read the guidelines for use of Betty Boyd Lounge.

DESCRIPTION OF EVENT (Please be thorough):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Guidelines for Use of Elizabeth Moore Hall/Betty Boyd Lounge and agree to abide by them. I fully understand and acknowledge that the organization shall be held financially responsible for damages incurred while in the building. If we fail to abide by the Guidelines of Use, I fully understand that our organization will no longer qualify to use the facilities. **Taping anything to pillars, walls, doors, or furniture is prohibited.**

The undersigned organization, advisor, president or other officer whose names are signed hereto represent that each of us have been duly authorized by said organization to act on behalf of the organization.

Signature of Organization Advisor/Unit/Dept head or designee \_\_\_\_\_

Date \_\_\_\_\_ **ADVISOR MUST BE PRESENT AT FUNCTION.**

\*Please print name legibly \_\_\_\_\_

\*Address and Phone Number (**REQUIRED**) \_\_\_\_\_

Signature of Organization President or Other Officer (if Organization) \_\_\_\_\_

\*Please print name legibly \_\_\_\_\_

\*Address and Phone Number (**REQUIRED**) \_\_\_\_\_

Approval granted by: \_\_\_\_\_

Program Advisor, Student Engagement/Leadership

Date

Approval granted by: \_\_\_\_\_

Skylar Braithwaite, Lounge Supervisor

Date

Please return to: Campus/Community Life, PO Box 6411

Revised: November 11, 2021

Phone: 293-5611 / Fax:293-7028 or email: [slbraithwaite@mail.wvu.edu](mailto:slbraithwaite@mail.wvu.edu)

**ELIZABETH MOORE HALL**  
**GUIDELINES FOR USE OF BETTY BOYD LOUNGE**

Prepared by the E. Moore Hall Committee

Elizabeth Moore Hall, known affectionately by the students, staff, and alums as “E. Moore”, was completed on the WVU campus in 1928. It had been funded by a special act of the West Virginia legislature and was part of a national concern for women’s programs on campuses shortly after passage of the 19<sup>th</sup> Amendment (1920) granting women suffrage.

Today E. Moore Hall remains a lovely Georgian Revival Building with adjacent plantings and an interior retaining some of the original furnishings. New pieces, in keeping with the same period style, have been added to the Betty Boyd Lounge. Students heavily use this area for study, relaxation, and quiet conversation. To preserve the furniture and to maintain the décor, use of the room shall be limited to special meetings and formal or semi-formal receptions. The attached reservation form must be completed and submitted for approval. Bridal showers, baby showers, wedding receptions etc. are prohibited. Using the lounge as office space is also prohibited. Space also prohibits sit down formal dinners. Exceptions to this policy will be determined by the E. Moore Hall committee.

**E MOORE IS NOT A CLOSED BUILDING. PHYSICAL EDUCATION AND DANCE CLASSES AND REHEARSALS TAKE PLACE DURING THE EVENINGS, AND ON SATURDAYS AND SUNDAYS. IF YOUR ORGANIZATION NEEDS A QUIET - PRIVATE ROOM, PLEASE RESERVE A ROOM IN THE MOUNTAINLAIR. EVEN THOUGH YOU HAVE RESERVED THE LOUNGE, YOU HAVE NOT RESERVED THE BUILDING. NO ONE MAY PUT A CLOSED SIGN ON THE FRONT DOOR. FAILURE TO ABIDE BY THIS WILL RESULT IN FORFEITING THE USE OF THE LOUNGE FOR AT LEAST THE ACADEMIC YEAR.**

**THOSE UNIVERSITY RECOGNIZED ORGANIZATIONS WISHING TO USE E. MOORE MUST AGREE TO AND ABIDE BY THE FOLLOWING REGULATIONS:**

- \*\* All requests of Use Form must be completed and returned to Skylar Braithwaite, Lounge Supervisor, prior to confirmation of reservation. This must occur at least **TWO WEEKS** before requested date. You must confer with her personally at this time.
- \*\* If you are a recognized student organization, you must also obtain an Event Permission Form from the program advisor in Student Engagement and Leadership, 1<sup>s</sup> floor of Mountainlair. Phone: 293-4397. He/she will sign off on the Request Use Form which you will return to Virginia.
- \*\* If for any reason you cancel your reservation, you must do so in writing: To Skylar Braithwaite- [slbraithwaite@mail.wvu.edu](mailto:slbraithwaite@mail.wvu.edu) at least 24 hours before date of the event. If you fail to meet this requirement, you may be denied use of the Lounge for the academic year.
- \*\* Inconvenience to students studying in E. Moore Hall will be kept to a minimum.
- \*\*The Lounge may not be reserved the week before finals nor the week of finals.
- \*\* No unit, department or organization will be granted permission to use the lounge on consecutive days, nights or weeks. Neither the lounge nor kitchen may be used as a classroom.

\*\* University policy prohibits the use or the serving of alcoholic beverages in E. Moore Hall.

\*\* Each request for use of the Hall will be approved on an individual basis.

**\*\* GROUPS OR ORGANIZATIONS REQUESTING THE USE OF E MOORE HALL MUST HAVE AN ADVISOR PRESENT FOR THE ENTIRE EVENT, INCLUDING SET-UP AND CLEAN-UP, TO ASSUME RESPONSIBILITY FOR THE CARE OF THE BUILDING.**

**\*\*Events will use the lounge in its living room setting unless a request is placed through Skylar Braithwaite with physical plan to rearrange the furniture. All rearrangement of furniture must be approved TWO WEEKS PRIOR TO DATE OF EVENT.**

\*\* The furniture in E Moore Hall will be treated with respect and care. Any damage is the financial responsibility of the group or organization requesting E Moore Hall.

\*\* The furniture may not be rearranged for a weekend event before noon on Friday and must be returned by 9:00 AM Monday.

\*\* The Fire Marshall prohibits the storage of furniture in the stairwell for various safety reasons. *The Fire Marshall also prohibits the use of candles or any open flame.*

\*\* All groups must furnish their own paper products: tablecloth, napkins, plastic spoons, forks and knives, plates etc. **WE DO NOT FURNISH THESE ITEMS.** If you require a punch bowl or coffeepot, you must request these items when you turn this in this form.

This request is done through Skylar Braithwaite, E Moore Hall Lounge Supervisor.

\*\* Protective pads are now on the dining room table. Please do not remove them from the building. Use tablecloths and hot pads for additional protection. Wipe only with soap and water.

\*\* Groups which use the kitchen facilities are requested to furnish their own linens (dish cloths, and towels) , remove all food items after event, clean the area and secure their trash in appropriate containers.

\*\* Groups using the building on Friday, Saturday or Sunday shall bag and remove from the premises all garbage accumulated during the event. A dumpster is located next to the Mountainlair loading dock, between the “Lair” and Stewart Hall.

\*\* Groups must provide their own Audio-Visual equipment. E Moore Hall **does not** provide this service.

**\*\*\*\*\* REMINDER:** Return forms at least TWO WEEKS prior to the event.

**If your event is on a day/evening when no E Moore Hall staff will be present, you will need to secure a front door key from the lounge supervisor. IF THIS KEY IS NOT RETURNED, YOUR ORGANIZATION WILL BE CHARGED \$100.00 AND YOU WILL NOT BE GRANTED THE USE OF E MOORE FOR FUTURE EVENTS.**

## LOUNGE/KITCHEN GUIDELINES

E Moore is a lovely Georgian Revival Building. The lounge area has some of the original furnishings. We ask that each unit using the facility help us preserve and maintain the area with the following guidelines:

- Protective pads are on the dining room table. Please do not remove them from the premises. Use tablecloths and hot pads for additional protection. Wipe only with soap and water.
- Please wipe up any spills to carpet or furnishings immediately. Point these spills out to us when you return the keys in case they need extra attention.
- Do not move the furniture.
- Clean up any spills on the kitchen counter tops immediately.
- This applies to the microwave too.
- It is your group's responsibility to wash and return to their storage area any E Moore dishes that you may use.
- Do not leave food in the refrigerator. Any leftover food or ice must be removed from the premises.
- Please make sure you have turned off the stove burners and oven after use.
- As in the past, groups who use the kitchen facilities are requested to furnish their own linens (dish towels, dish cloths, tablecloths etc) clean the area and secure trash from lounge and kitchen in appropriate containers. If your event is on Friday, Saturday or Sunday, you must carry your trash to the dumpster behind Stewart Hall or Martin Hall. For your convenience, there are extra garbage bags on the cabinet by the window.
- Your group will be billed for any damage to the Lounge or kitchen area that occurs during the time you are using the facility.

\*\* Please leave the lounge and kitchen as clean and neat as you found it.

\*\* Failure to comply with these guidelines will result in the loss of privilege future use of E Moore Hall.