

MOUNTAINLAIR RESERVATION HANDBOOK



**West Virginia University
Morgantown, WV**

Revised: October 2012

Mountainlair Reservations Office

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I. Introduction

The MountainlairReservations 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 MROcoordinates approximately 10,000 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 theintellectual experience at West Virginia University.

The Mountainlair strives to ensure equal access to its facilities for all students of West VirginiaUniversity. 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 Associate Vice President for Student Affairs 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.

All special events must be confirmed in writing or in person. Requests by phone and e-mail will be accepted on a tentative basis (on hold) and must be confirmed in writing within forty-eight hours.

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. Student organizations that meet regularly are limited to one, two-hour meeting per week within the Mountainlair. Exceptions may be made when the organization is conducting special programs or social events. Approval will be given by the MRO.

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 space. Failure to cancel may also result in surcharges, as noted above.

4. After Hours

Any student organization 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. The student organization may request technical equipment such as TV/VCR/DVD, LCD projectors, media carts (LCD projector and laptop), and screens. If equipment is requested upon arrival, the requestor's ID will be held until the conclusion of the meeting.

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 and Booths



Four booths and four table spaces are available on the first floor for use by student organizations and departments. Booth and table space can be reserved Monday through Friday, between the hours of 8:15a.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 booth 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 booth/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.

Only two chairs are provided at each table and booth. 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 12:00p.m. may be reserved by another organization through the MRO.

Nailing, tacking, or taping anything to the booth is strictly prohibited. However, the gummy adhesive, "Hold It," maybe used. A backdrop may be hung behind the booth using the black pipes. Posters, signs, or banners may not be hung on walls or columns, but 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.

The booth and surrounding area must be completely cleared of all items before leaving. 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, by phone (304) 293-2206 or by completing a request form located at <http://mountainlair.wvu.edu/games>.

Special events and parties are generally reserved in two hour blocks and include bowling lane rental, shoes, and billiards. Tokens for video arcade games are an additional expense and can be arranged for in advance. Normally, 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 Thursday, Friday, and Saturday nights from 8:00 p.m. until close. Individuals under the age of seventeen are not permitted in the Mountainlair Student Union after 8:00 p.m. on Friday and Saturday evenings featuring WVUp All Night programs.

Any special events or parties that require the area to be open during other than regularly scheduled hours or require closing the area to the general public during regularly scheduled



hours will be charged at a rate to be determined by the Games Area Manager and approved by the MRO.

Equipment not in the area, such as tables, chairs, staging, audio-visual and other similar equipment may be reserved through the MRO (304) 293-3520, but additional fees may be charged.

Any food brought into the area must be provided either by the WVU Culinary Creations Catering Office, the Side Pocket, or any Mountainlair Food Court vendor. Requests for an exemption must be made through the WVU Culinary Creations Catering Office. Beer is only available through either the Side Pocket or Games Area – all federal, state, and local regulations apply. No outside alcoholic or non-alcoholic beverages are permitted.

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. Depending on the purpose of the event, student organizations may be required to complete a Student Event/Concessions form, which is available in the Student Organization Services Office. For more information, contact Student Organizations Services at (304) 293-4397.

The Side Pocket may be requested as an addition for the special event or party but rental fees may be charged for use of the space depending on the group needs. For more information, please contact the Side Pocket Manager at (304) 293-6995.

7.Meeting Rooms

A. Available Space

The Mountainlair offers sixteen meeting rooms, including the Ballrooms. Student organizations may reserve one room at a time, but if additional spaces needed on the reserved day, the organization may reserve more space if available. 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.

Groups desiring a catered meal in conjunction with a scheduled meeting will receive a 50% reduction of the daily facility fee if the catered meal is for fifty persons or more. Receptions are exempt from this fee reduction.

The base reservation fee is for a maximum of eight hours. Additional charges will be levied if the program exceeds eight hours.

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. Blackboards
5. Pianos (Grand in Ballroom and portable Upright)
6. Coat racks
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. Spotlights
12. Tables (5ft, card, 60" round, and 90" 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.



<u>Room</u>	<u>Seating Capacity</u>				U-Shape
	Conference	Theatre	Banquet	Classroom	
Ballrooms		1000	450	330	
Large Blue		600	350	240	
Small Blue		490	290		
Large Gold		250	144	120	
Small Gold		175	108	90	
Blackwater	16	36	24	27	28
Bluestone	26				
Cacapon	14				
Greenbrier	22	55	36	36	30
J. Gluck Theatre		266			
Hatfields					
Main			185		
A			40		
B	22		30		50
C	10				
Kanawha	14				
Laurel	14	45	30	33	31
Monongahela	14	50	24	24	28
Mountain	14				
Mountaineer		50	48	45	40
Rhododendron		90	66	60	76
Shenandoah		120		72	
Tygart	12				

8. Ballrooms/JG Theatre/Hatfields

Each student organization may schedule one event per semester, one year in advance in the ballrooms, JG Theatre, or Hatfields. A second large event may be scheduled if space remains available. These reservations must be confirmed two weeks prior to the event. Mountainlair technicians are required for sound systems (see “Fees” at page nineteen).

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

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



9. Vendor Procedure

Vendors who would like to reserve space in the Mountainlair should contact the MRO at (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu. Any vendor who has not previously scheduled with the Mountainlair must provide three references. In addition, Mountainlair staff must approve the items for sale prior to permitting a vendor to reserve space within the Mountainlair. Vendors may bring their items to the MRO or send pictures by e-mail to Reservations@mail.wvu.edu or regular mail to the Mountainlair Reservations Office at P.O. Box 6437, Morgantown, WV, 26506-6437 for approval.

Vendors must park their vehicles in the Mountainlair Parking Garage, Area 9 (lower level). Each vendor will receive one Area 9 parking permit. Cancellation of reservations must be made in writing or by calling forty-eight hours prior to scheduled date(s), or the standard vendor fee will apply.

Vendors may sell only merchandise specified in their agreement with the Mountainlair. Vendors may not sell food items or goods that are in direct competition with existing WVU vendors. Any established business that has a permanent residence is not permitted to reserve space in the Mountainlair. An exception to this procedure is made for local banks; banks may be scheduled the first week of each semester, only to provide students the opportunity to open accounts.

10. 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. Deviation from this practice requires approval of the dean of the college or school concerned, the Associate Vice President for Student Affairs, and the Facilities Planning and Management Office.

2. Dead Week and Final Examination Week

Loud events, outdoor events, and events with large audiences are prohibited during the last two weeks of the semester; however, regularly scheduled activities such as films, gallery exhibits, and art and craft activities will be offered.

Study rooms are available in the Mountainlair with a reservation. 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.

3. Banners

A. Student Organization Requests

Thirteen banner spaces are available for student organizations on the Food Court railing. Spaces may be reserved through Student Organization Services one week in advance. Space is allocated on a first come, first serve basis with a maximum of two weeks per semester, per organization. Banners may be a maximum of six feet wide by six feet long. Banners that are obscene, defamatory, or could incite a breach of peace are prohibited. Hanging and removal of the banners is the responsibility of the sponsoring student organization. Banners not removed on the assigned day will be discarded immediately.

B. University Department Requests

Academic Departments or campus wide banners are permitted to be hung on the Hatfield's Balcony. Department requests for banners may be made by contacting the MRO. Banners must be delivered to the MRO to be hung.

Departments that request banner space on the balcony of Hatfield's will be scheduled by the MRO. Departments that seek to reserve banner space on the Food Court balcony will be directed to the MRO; the MRO will contact the office of Student Organizations Services to acquire space needed for the dates requested. The banner must be delivered to the MRO at least one business day prior to the beginning of the reservation period to be hung by the Campus Service Workers. Banners will be removed by the Campus Service Workers and placed in the



MRO for pickup from the Department. Banners must be picked up from the MRO by the Friday following the reservation period. Unclaimed banners will be disposed of after that time.

The Associate Vice President for Student Affairs may make exceptions to this procedure or waive specific requirements, if necessary. Exceptions will be made based upon the relevance of the advertised program to the facility where the banner will be located; approval of the appropriate facility manager; and consistency with the need to inform the campus of upcoming events, while maintaining the aesthetics of the campus.

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. Sponsored Holiday Decorations

Student organizations will be permitted to sponsor the placement of free-standing holiday decorations ten days per month. All free-standing holiday decorations will be displayed in the Vandalia Lounge on a first-come, first-served basis. Student organizations that wish to sponsor a decoration in the lounge must reserve space by contacting the MRO at (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu. The same rules and restrictions found in Section IV.6, Event Décor, apply to free-standing decorations.

6. Event Décor

Decorations for events held within the Mountainlair meeting and ballrooms, and sponsored holiday decorations referenced in section IV.5, 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, 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, as long as they are securely supported on substantial noncombustible bases and the candle flame is protected.
- 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.
- 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.

7. 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 Affairs. 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.

If tables and chairs are needed, the campus service workers will bring them to the Blackwater entrance of the Plaza. An "Equipment Release" form will be required. Groups are responsible for contacting the Information Center to have equipment removed at the conclusion of the event.

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.

8. Chalking

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

9. Leaflet Distribution

Written or printed materials may be distributed on the grounds outside of campus buildings; however, only students, faculty, staff, and student organizations may distribute written or printed materials inside campus buildings.



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.

10. 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 WVU Culinary Creations catering office at (304) 293-5105. 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.

Any student organization reservation that involves the exchange of money must be accompanied by a written concessions permit, which can be obtained from Student Organization Services. The completed permit must be presented to the MRO when reservations are scheduled.

3. Catering

Please refer to the Dining Services website at <http://diningservices.wvu.edu/catering> or contact the Culinary Creations catering office at (304) 293-5105 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 Culinary Creations at (304) 293-5105.

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. Technicians and Technical Services

A. Technical Assistance

If technical assistance is needed, it must be arranged at least two weeks prior to the event. Events that take place outside the Mountainlair or those of a more complicated nature that require technical support or equipment outdoors will not be available in the case of inclement weather.

There is no charge for the use of the Mountainlair's AV equipment; however an hourly charge will be applied if a technician is needed or requested for an event.

Equipment that can be operated without the assistance of a technician includes TVs, DVD players, extension cords, overheads, slide projectors, portable screens, LCD projectors, media carts, and the installed systems in the Bluestone, Rhododendron, Monongahela, Laurel, and Shenandoah rooms. Technicians can be scheduled with this equipment with an added hourly charge. Staff will not be assigned to these events unless specifically requested. Individuals using this equipment without the assistance of a technician will be held responsible for any loss or breakage.

Technicians must attend events in the Ballrooms or Gluck Theater that require AV equipment, including lighting and projector control, or any event that requires microphones or portable sound systems. Events that take place outside the Mountainlair or those that require more complicated technical services will require two technicians. The Mountainlair reserves the right to assign any number of technicians to any event with sufficiently complex technical needs. Requests for technicians should be made at least ten days in advance.



All events that require a technician will be subject to a two hour setup/teardown fee in addition to the duration of the event, unless otherwise determined by the MRO.

A technician is required for the following services:

1. Projectionist operator
2. Light setting and operation, ranging from general room lighting to more specific theatrical lighting
3. Public address sound system
4. Speeches and lectures
5. Bands and other theatrical productions

B. Audiovisual Equipment

The following audiovisual equipment is available by request:

1. Overhead Projector—usually set up on media cart, may require portable screen.
2. 35mm Slide Projector—usually set up on a media cart, may require portable screen. This can be run by technician for a fee, or by the customer without a fee. Comes with the following:
 - a. Carousel
 - b. Zoom Lens
 - c. Remote Control
3. LCD Projector
 - a. Usually set up on Media Cart, may require portable screen. If video is needed, a DVD/VHS player should also be requested. This can be paired with computer speakers, or have sound run to the house, as needed. The following is included:
 - i. Remote Control
 - ii. Media Cart
4. Media Carts—an all-in-one solution for presentations and movies in smaller rooms. They may require a portable screen. The carts are designed to be used by the client. Each cart contains:
 - a. Laptop
 - b. LCD Projector
 - c. Computer Speakers
 - d. Installed System
5. Portable Sound System
 - a. There are two different types of portable sound system, the Behringer and the mixheads. The mixheads are smaller, and more suited to simple events with fewer microphones needed, such as lectures and speeches. The Behringer is a more robust system, and is ideal for larger events or performances. The Behringer is capable of running monitor speakers, while the mixheads are not.
 - b. Any sound system set up outside requires two technicians. Indoor events will be assigned on a case-by-case basis. All portable sound systems come with the following:

- i. Mixer
 - ii. Speakers (2)
 - iii. Media Cart
 - iv. Speaker Stands
6. Microphones
 - a. Four different types of microphone are available: wired and wireless handheld, wired podium, and wireless lavalieres (lapels).
 - b. Wired and Wireless handhelds are likely the most versatile microphone available at the Mountainlair. They have greater mobility than other types, and suit a wider range of activities, from performances to lectures. They, the wireless especially, provide the performer with a wider range of motion around the stage. They can be used with the following microphone stands:
 - i. Straight Stand—general-purpose, and can be used for most events.
 - ii. Boom Stand—Boom stands are preferred when instruments are being used, as they can accommodate a wider variety of positions.
 - iii. Tabletop Stand—Tabletop stands are used for panel-type events in which the speakers will be seated at a table.
 - iv. Wired Podium microphones— sometimes called gooseneck microphones, these require a podium with a drilled mount. They are ideal for lectures, speeches, and graduation in which the presenter is not moving around the stage. Their slim design makes them ideal for events that place a high priority on appearances.
 - c. Wireless Lavalier microphones, also known as lapel microphones, are best suited for events in which performers need to move freely and use their hands, such as demonstrations. These microphones may require the presenter to arrive earlier than usual, as they can be somewhat difficult to properly adjust.
7. DI Box—DI Boxes allow musical instruments to be attached directly to the sound board. These will often be required when a performer brings a guitar to an event.
8. Conference Phone—require a phone line, requested in advance.
9. Media Cart
10. Portable Screen
11. Extension Cords
12. Power Strips
13. TV/DVD/VCR
14. Boom Box

C. Built-in Equipment

There are five rooms in the Mountainlair with built-in audiovisual equipment: Rhododendron, Shenandoah, Monongahela, Laurel, and Bluestone. Each room contains the following:

1. Display (Either mounted LCD projector or flat panel TV)
2. Computer
3. DVD/Blu-ray Player



4. Audio system
5. Composite AV input
6. HDMI input
7. VGA input
8. 1/8th inch audio input

The Rhododendron room also contains inputs for up to four microphones, which must be set up by a technician.

The Bluestone room has a conference phone and video conferencing capabilities, making it ideal for webinars and teleconferences. This equipment can be run either by a technician or the client, as requested.

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. A technician fee of \$24.00 minimum plus \$12.00 per hour, per technician will be charged. 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
Cacpon	\$40.00
Greenbrier	\$100.00
JG Theatre	\$325.00
Hatfields	
Main	\$375.00
A	\$100.00
B	\$100.00
C	\$65.00
Kanawha	\$40.00
Laurel	\$50.00
Monongahela	\$50.00
Mountain	\$65.00
Mountaineer	\$125.00
Rhododendron	\$125.00
Shenandoah	\$125.00
Tygart	\$40.00

<u>Usage Fees for Campus Equipment Rental</u>	
<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 in the Cashier's Office, located on the ground floor of the Mountainlair or by calling, 304-293-8233. Invoices not paid within thirty days may result in loss of scheduling privileges until payment arrangements have been made.