



**MOUNTAINLAIR
STUDENT UNION**

Reservation Policies and Procedures

**West Virginia University
Morgantown, WV**

Revised 7/2026

Table of Contents

I. Introduction	4
II. Rules and Guidelines.....	5
Definitions.....	5
Rules	6
III. Reservations.....	9
General Procedure.....	9
Holding Dates	10
Event Storage	10
Cancellations.....	10
Failure to Cancel (No-Show).....	10
Commercial Sales and Solicitation	10
External Groups	11
Games Area Special Event Policy.....	11
Reservation Software: Accruent EMS©	12
Informational Spaces	14
Lounges.....	14
After Administrative Offices Close.....	15
Loading Docks	15
IV. Meeting and Event Spaces	16
Meeting Rooms	16
Ballrooms.....	18
JG Theatre (Gluck Theatre)	18
Rear Plaza	18
V. Events and Offerings	20
Event Décor	20
Special Activities	21
Outdoor Assemblies.....	22
Flier Distribution.....	22
Banners	22
Final Examination Week.....	22
VI. Event Support Services.....	23
Food and Beverage	23
Alcohol.....	23
Catering.....	23
External Catering	23
Fundraisers.....	23
Tents.....	24
Use of Pianos	25

A/V Technical Unit	25
Wireless Internet	26
Films	26
Fees	27
VII. Schedule of Fees.....	28
Room Fees	28
Damages.....	28
Invoices	29

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 Student Union (MSU) provides the University community with a meeting place for social, recreational, cultural, and educational pursuits. The MRO coordinates approximately 10,000 events a year, which range in size from fifteen to more than one thousand participants.

The MSU 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 broaden and enhance the intellectual experience at West Virginia University.

The MSU strives to ensure equal access to its facilities for all students of West Virginia University.

For more information, please contact:

Reservations Office

Phone: 304-293-3250

Email: Reservations@mail.wvu.edu

Website: mountainlair.wvu.edu/reservations

Administrative Office

Phone: 304-293-2702

Email: Mountainlair@mail.wvu.edu

A/V Technicians

Phone: 304-293-4406

Email: LairAVTech@mail.wvu.edu

Catering

Phone: 304-293-0462

Email: Catering_Sales@mail.wvu.edu

Information Center & Night Operations

Phone: 304-293-3701

Building Supervisor: 304-216-1555

II. Rules and Guidelines

Definitions

The MSU opens its facilities to many groups across the University. During break periods, space may be available to external groups if space and resources are available. The rules, guidelines, and other information provided in this document are put in place to ensure the safety and success of the groups that choose to use our spaces.

The following terms may be used throughout this document and other MRO materials, including the MSU Reservations website.

Terms Relating to Groups

Internal Group	Recognized WVU student organizations and WVU departments.
External Group	Any group that is not affiliated with the University.
State Group	West Virginia state agencies.
One-Time User	An individual not representing or represented by a defined group.

Terms Relating to Billing

Charges	Any item to be billed to the responsible party.
Fees	Fees include all pre-determined charges. This includes facility and equipment rental fees, service fees, and additional fees for damages. Fees are calculated according to group rates.
Damages	Damages are charges specifically relevant to reimbursing the MSU for costs related to repairs or impacted revenue. This includes damage to facilities and equipment, replacement of missing or stolen items, and labor related to repairs.
Group Rates	All fees are calculated according to group rates and applied therein.

Rules

The rules and provisions outlined in this document may not be construed to preclude use of facilities based on political philosophy, race, religion, creed, or sponsor.

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

1. *Safety & Noise* – In the interest of the safety of guests, students, and staff, the MRO requires groups that use MSU facilities to adhere to the following rules:

- 1.1. 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.
- 1.2. The nature of activities shall not be potentially physically disruptive to the campus. Local noise ordinances must be obeyed.
- 1.3. The MSU reserves the right to limit 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.
- 1.4. Groups are 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.
- 1.5. Groups using MSU Facilities must follow the setup guidelines below:
 - The normal seating capacity must not be exceeded (see table on page 19).
 - 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.
- 1.6. In the event of inclement weather, outdoor events may be canceled at the discretion of the MRO. Due to limited space, MSU facilities may not be reserved as a rain back-up location unless otherwise authorized by the MRO.
- 1.7. Some events may require a University Police Department officer to be present before, during, and/or after a scheduled event.

2. *Prohibited Activities* – The MSU also prohibits certain activities to protect its facilities and staff.

- 2.1. Personal Transportation Devices (skateboards, bikes, “Heelys,” etc.) are prohibited, with the exception of Mobility Devices.
- 2.2. Animals are prohibited in the MSU. Service animals are permitted.
- 2.3. Chalk drawing on University property, including sidewalks, is prohibited.

- 2.4. Cooking appliances, campfire stoves, and other equipment that produce significant heat or a flame are prohibited in the MSU, unless being used by WVU Hospitality Group and approved by the MRO.
- 2.5. Illegal drugs and gambling in any form are prohibited in the MSU.
- 2.6. Children under the age of 12 must be accompanied by an adult.
- 2.7. Equipment and furnishings may not be removed from any room in the MSU unless otherwise authorized by the MRO. Only authorized staff are approved to move equipment and furnishings.
- 2.8. Film and Photography of the MSU for commercial purposes is strictly prohibited.
3. **Groups** – The use of MSU facilities and equipment, and the charges therein, are subject to the following:
 - 3.1. Groups using MSU facilities must provide and confirm up-to-date contact information prior to the start of their event. Contact information will only be used to:
 - Confirm event details.
 - Bill clients for relevant charges
 - Alert groups of any changes to their bookings prior to the start of the event.
 - Contact group in the event of an emergency.
 - 3.2. Student organizations that wish to schedule space in the MSU must be currently recognized by the University and in good standing according to Student Engagement and Leadership.
 - 3.3. MSU facilities shall not be used for academic classes. Deviation from this practice requires approval of the dean of the college or school concerned, the Executive Director for Student Union and Operations, and the Facilities Planning and Management Office.
 - 3.4. Items and property left behind at an event are considered abandoned 48 hours after the event. Unclaimed items may be turned into lost-and-found or disposed of.
 - 3.5. The MSU 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 MSU property. If an item was lost in the MSU, please refer to the information center on the first floor for lost and found.
4. **Billing** – Groups may be billed to use MSU equipment and facilities according to the rules below.
 - 4.1. All charges for facilities, equipment, and services must be reasonable, charged equally to all similar groups, and must be published in advance.
 - 4.2. Groups using campus facilities may charge admission, but only for the purpose of covering the direct and indirect costs 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.
- Groups charging for admission must inform the MRO of their intention to do so at least ten (10) business days before their event.

- 4.3. All charges for services provided and/or damages are the responsibility of the group hosting the event.
- 4.4. Extended hours and early openings will result in a \$75.00 charge per hour outside of normal operating hours.
- 4.5. A full breakdown of fees can be found in section VI. Schedule of Fees (pg. 28)

5. **Damages** – The following outlines the billing procedure for various damages.

- 5.1. Damage to MSU facilities will incur a charge equal to the total cost of repairs (labor + materials) plus (+) a fee of 10% of the total cost of repairs.
- 5.2. Damage to MSU equipment will incur a charge equal to the total cost of repair or replacement of the damaged equipment plus (+) a fee of 10% of the total cost of repair or replacement of the damaged equipment.
- 5.3. Missing or stolen MSU equipment or furnishings will incur a charge equal to the total cost of replacement, plus (+) a fee of 10% of the total cost of replacement of the missing or stolen equipment or furnishings.
- 5.4. Excessive clean-up will incur a fee of \$100.00/hr.
- 5.5. Disposing of abandoned property will incur a charge equal to the cost of disposal if applicable.
- 5.6. Failing to cancel an event prior to the start time will result in fees or the inability to schedule future events. For more information, see Failure to Cancel (No-Show) (pg. 10)
- 5.7. Other damages may be listed in their relevant categories with their appropriate formulas for billing.

The Executive Director for Student Union and Operations or designee reserves the right to create exceptions to these and any other rules set forth in this handbook as operational necessity requires.

III. Reservations

General Procedure

Reservations for all MSU spaces, with the exception of the MSU Games Area (see Games Area on page 11), should be made by using the reservations website. Alternatively, if the website is unavailable, or if a reservation cannot otherwise be made on the website, one 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 MSU.

The MSU 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 (see *Rules – 3.5 Group Rates*) and events when the following criteria are met:

- The meeting or event is sponsored by an Internal Group (see *Definitions - Groups*): University-recognized student organization or University department.
- 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:

MSU Reservation Requests: <https://wvu.emscloudservice.com/web/samlauth.aspx>
<https://wvuengage.wvu.edu/forms>

Departments may book one (1) year out for ballroom and meeting room spaces. Informational spaces may be booked no more than six (6) months in advance.

Student organizations can book on a semesterly basis. Requests for the Fall Semester open prior to the start of the semester. Requests for Spring Semester and Summer open prior to the start of Winter Recess. Exact dates are determined by the Office of Student Engagement and Leadership and the MRO and are distributed to student organizations through WVU Engage and the MSU Reservations website.

Student organizations not yet recognized are permitted three reservations until paperwork is completed. Prior approval must be obtained from Student Engagement and Leadership.

Holding Dates

Holding multiple dates until a specific event date is chosen is prohibited without prior MRO approval and is only approved in extenuating circumstances. Should holding dates be permitted, the event date must be finalized by July 1 for Fall Semester reservations and by November 1 for Spring Semester reservations. Failure to finalize an event date by these deadlines will result in the space being released for other groups to book.

Event Storage

Due to demand for space, the MSU is unable to store items for groups. Meeting rooms should not be reserved solely for storing items unless approved by the MRO.

Cancellations

Notifying the MRO of cancellations enables the MSU to meet the growing demand for space by the University community. Please cancel your reservation on the MRO website or notify the MRO during regular business hours. If you need to cancel a reservation outside of these hours, please call (304) 293-3701.

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

Failure to Cancel (No-Show)

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.

For University departments, failure to cancel a reservation will result in a charge of \$100 for all meeting rooms and spaces and \$250 for the ballrooms.

Commercial Sales and Solicitation

All Commercial Sales, Solicitations, Advertising, and Other Commercial Activity including, Credit Card Activities, on property under the jurisdiction of the University is prohibited except by organizations and groups directly connected with the University and upon written approval of the President or pursuant to a written contract or agreement with the University under [BOG Finance and Administration Rule 5.5 – Use of University Facilities.](#)

Regardless of affiliation with student organizations or other university departments, colleges, or programs, commercial sales and solicitation of any type is not permitted on property under the jurisdiction of the MSU without express written permission from the MRO.

External 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.

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 MSU 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 WVU Hospitality Group, or any MSU Food Court vendor. Requests for an exemption must be made through the WVU Hospitality Group.

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.

Reservation Software: Accruent EMS®

The MSU utilizes Accruent EMS® for managing and coordinating all events at the facility. This software is integral for organizing and managing space in the MSU in real-time. For most use cases, the software enables approved internal groups to have consistent access to make, manage, and coordinate reservations in the MSU.

The following outlines the procedures for using the EMS Web App.

Know the Lingo

Reservation: Represents the overall event. The "Who" and "What." Example: New Student Orientation.

Booking: Specifies the time and location of a specific event. A reservation can contain one or many bookings. The "Where" and "When." Example: Commuter Student Breakout Session in the Gluck Theatre.

Services: The services tab is used to prepare the room in your booking. Use this tab to add AV technology and other furnishings.

Status: Indicates the state of a given reservation or booking. Statuses are listed below.

- Confirmed: Event is confirmed but may be pending minor details.
- In-Progress: Event is approved but pending major details.
- Wait-list: Requested space is unavailable, but request is not denied.*
- Canceled: The event was canceled and no longer holds space.
- Denied: The request was denied. Reasons are listed in the denial.
- Pending SEL: The request is pending approval from the department of Student Engagement and Leadership.

*Events are wait-listed if a scheduling error occurs and no other immediate accommodation can be arranged. If this occurs, the MRO will contact the group to update their bookings.

Logging into the Web App

WVU Faculty, Staff, and Students can access the web app through single-sign-on. Do not create an account on the web app, as this may lock your account through single sign-on.

Process Templates

Process templates are used to divide reservable space into different groups with distinct booking rules.

After group type, templates are separated by space type.

Meeting Space Request	The majority of meeting rooms fall under this category.
Tabling Space Request	This includes Lobby Spaces and Outdoor Front Spaces.
Gluck Theatre Request	Requests for this space require five (5) business days of notice.
Ballroom Request	Requests for this space require ten (10) business days of notice.
Rear Plaza Request	This includes all areas on the Rear Plaza.

Searching for Space

When searching for space while using the template, there are three ways to find compatible space.

1. If you do not have specific space in mind, or if you are just looking for availability, enter the desired date and time and click the first search button.
2. If you have a specific setup in mind, enter the date and time, then open the drop-down “Let Me Search For A Room” below the search button. Add any setup types, preferred features, and/or the number of attendees to filter your results. Then click search.
3. If you have a specific room in mind, enter the date and time, then open the drop-down “I Know What Room I Want” and type in the name of the room.

If you do not want to book a space but want to view availability, use the “Browse Locations” in the left sidebar to see the booked spaces on any given day.

Adding Services

When creating a reservation, select the step “2 Services” to add optional services such as A/V equipment, additional furnishings, and more. It is recommended to review the service options each time you make a request as services and resources may be unavailable on a specific day due to inventory. If a resource or service is not available in the web app, complete the request without the resource, and contact the MRO for assistance.

Managing Bookings and Reservations

When utilizing the web app, users can view events they have requested, the event’s statuses, and other relevant information under the “My Events” page in the left sidebar. This can be used to make changes to the reservation details, make changes to booking details, add services, and cancel reservations and bookings.

Note: Using the web app to cancel the reservation will also cancel all bookings under that reservation.

Informational Spaces

Informational spaces are available on the first floor of the MSU and outside below the Hatfields balcony for use by student organizations and departments. Table spaces can be reserved on the MRO website. Requests must be made in the Web-app by noon (12:00 PM) the on the business day prior to the desired tabling date. Each organization may utilize a table on the first floor for only five days per month with a total 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 always be present at the table.

Two (2) 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 walkways is not permitted.

A maximum of two additional furnishings can be requested in addition to the table and two (2) chairs provided at the lobby space. These include dry erase/cork boards, easels, and coat racks.

If an organization fails to appear within fifteen (15) minutes as of the start of their reservation, the space will be released for the remainder of the booking. Released table spaces may be reserved by another organization through the MRO.

Nailing, tacking, or taping anything to the pillars or walls is strictly prohibited. A backdrop may be hung behind the table using the pipe and drape or dry erase/cork boards provided by the MSU. Posters, signs, or banners may not be hung on walls or columns, but they may be placed on the front of the table as long as they do not exceed the length of the table. All other furnishings provided must be kept behind the table and out of the way of pedestrian traffic.

Groups planning larger tabling events that would use or more than two (2) tabling spaces at one time, or if a tabling request requires a custom setup, should contact the MRO to discuss the details of the event request. These requests must be made at least five (5) business days prior to the event date. To ensure departments and student organizations have fair access to MSU Informational Spaces, requests for more than two (2) tabling spaces at a time will be reviewed on a case-by-case basis by the MRO.

No materials may be stored overnight.

Lounges

The MSU offers several lounge spaces across the building. These spaces are designed to provide space for students to use freely and comfortably while at the MSU. For this reason, the spaces cannot be reserved by groups without approval from the MRO.

Groups planning large events in the Vandalia Lounge should first contact the MRO no less than 10 business days prior to their requested event date. Groups should be prepared to share how they plan to use the space and an idea on the custom setup (if necessary).

In the interest of serving the student body first, the MRO reserves the right to keep the spaces available as lounges and move reservations to open meeting rooms and spaces when available.

After Administrative Offices Close

Any internal group, student, or staff member who does not have a scheduled reservation can come to the MSU Information Center and request a room. Meeting rooms will be issued based on availability.

Day of room requests will be “As-is” unless accommodations are made to adjust the setup at the discretion of the MSU building supervisor. The furniture and technical equipment in the meeting rooms may not be removed, rearranged, or changed in any way. Clients requiring tables, chairs, extension cords, and/or 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 the building supervisor.

Anyone requesting a meeting room must provide a valid West Virginia University email and a phone number to be recorded by the building supervisor. The contact information will be used to bill responsible parties for any applicable charges or for contact in the event of an emergency. Any damage to the room or missing equipment may result in appropriate fees.

Loading Docks

Groups that need to move large, heavy, or a number of items into the MSU may be permitted to use the Loading Docks to move the equipment. Due to the large number of deliveries to the loading dock, groups needing to make use of the loading docks should contact the MRO at least five (5) business days prior to their event date.

IV. Meeting and Event Spaces

Meeting Rooms

Available Space

The MSU offers 14 meeting rooms available for groups to reserve. Requests for meeting rooms must be submitted no less than two (2) business days before the requested event date.

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 Management work requests and require notice of the request for special services at least ten (10) business days prior to the scheduled event.

Available Items

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

1. Additional Tables (6' Rectangular, 60" Round, and 72" Round)
2. Additional Chairs
3. Easels
4. A-Frame Sign Holders
5. Portable Staging
6. Dry-Erase/Cork Boards
7. Coatracks
8. Podiums
9. Portable Screens
10. Marquis Poles
11. Exhibit Curtains and Poles/Pipe and Drape (available in navy)
12. Card Tables

Rooms and Set-up Options

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

Theater	Rows of chairs equal to setup count facing AV Screens.
Banquet	Rows of 60" round tables set with 6 or 7 chairs.
Classroom	Rows of 6' tables with 3 chairs each facing AV Screens.
Conference	1 large table or multiple 6' tables aligned to create a large table. Chairs are placed around all sides of the table.
U-Shape/Square	Tables connected in an open or closed square with 3 chairs at each table.

Room Setup Table

	<i>Theater/Empty</i>	<i>Banquet-6*</i>	<i>Banquet-7*</i>	<i>Classroom</i>	<i>Conference</i>	<i>U- Shape/Square</i>
Ballroom	800	450	450	330		
Large Blue	600	350	350	240		
Small Blue	490	290	290	180		
Large Gold	250	144	144	120		
Small Gold	175	108	108	90		
JG Theatre	196					
Blackwater	36	12	14	12	8	8
Bluestone					26	
Cacapon					14	
Cathedral	44	30	35	24	16	28
Greenbrier	55	36	42	36	22	30
Kanawha					14	
Laurel	41	30	35	33	14	31
Monongahela	45	24	28	24	14	28
Mountain	27			27	20	24
Mountaineer	50	42	49	45	36	40
Potomac					16	
Rhododendron	125	66	77	60		76
Side Pocket				67		
Shenandoah	90	42	49	63		
Tygart					12	

Listed above are the maximum capacities in each room. If additional furnishings, including registration tables, catering tables, and/or information tables, etc., are needed, this will reduce the overall seating capacity.

*Tablecloths are provided for all banquet-style events with less than 25 tables *and* when the event is not catered (regardless of whether catering is provided by an external catering group or through WVU Hospitality Group).

Ballrooms

The MSU Ballroom is equipped with a combination of projection screens, TV monitors, confidence monitors, and web cameras. An AV technician is required for any event utilizing AV equipment in the full ballroom or the blue side of the ballroom. Events held only on the gold side of the ballroom do not always need an AV technician, but an AV technician may be required depending on the complexity of the event, at the discretion of the MRO.

Reservations made for the Ballrooms must be confirmed (details finalized) ten (10) business days prior to the requested event date. Failure to finalize details for your event prior to these dates may result in cancellation of your event or severely impact the resources we can provide to support your event.

If a custom setup is desired, the client should contact the MRO with setup details, and a member of the reservations staff will assist in facilitating the setup in accordance with safety standards.

Due to demand for space, requests for rehearsal dates must be approved by the MRO.

Groups are entitled to use the room only during their reservation period. If a group needs to arrive early or stay late to accommodate the setup and teardown of an event, this must be arranged and approved by the MRO.

JG Theatre (Gluck Theatre)

The JG Theatre is equipped with a projection screen, confidence monitor, web camera, and podium-mounted microphone. Events held in the JG Theatre do not always need an AV technician, but an AV technician may be required depending on the complexity of the event, at the discretion of the MRO.

Reservations made for JG Theatre must be confirmed (details finalized) five (5) business days prior to the requested event date. Failure to finalize details for your event prior to these dates may result in cancellation of your event or severely impact the resources we can provide to support your event.

For approved, performance-related events, up to two reservations for rehearsals and one reservation for the day of the actual event are permitted, if space is available. If able, the MSU will furnish and provide A/V support for one dress rehearsal and one setup for the actual event.

Food and drinks are prohibited on the stage of the JG Theatre.

Rear 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 MSU building hours. Requests for events on the Rear Plaza must be made no less than 10 business days prior to the requested event date. Additionally, all details for events on the Rear Plaza must be confirmed (details finalized) no less than ten 10 days prior to the requested event date.

If technical assistance is needed, it must be arranged at least ten (10) business days 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.

The use of vehicles on the rear plaza is strictly prohibited. This includes brief loading and unloading of vehicles for events.

V. Events and Offerings

Event Décor

Decorations for events held within the MSU 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 may be required to remove the articles immediately and will be subject to fees.

- Only displays that are free-standing or suspended from easels or dry-erase/cork boards 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 Hospitality Group 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 ten (10) business days 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.

Special Activities

Dunk Tanks

Dunk tanks must be approved in advance by the MRO. Dunk Tanks must be placed on the Rear Plaza in the space assigned by the MRO. A hose must be requested in advance from the MRO to fill the tank. Due to the heavy foot traffic of the Rear Plaza, vendors are required to call the MRO prior to their arrival to be assisted with navigating onto the plaza and to the assigned space for the dunk tank. A member of the sponsoring group must remain with the dunk tank from the time it is delivered to the MSU until the time it is picked up by the vendor. The group hosting the event and/or the vendor is responsible for setting up and tearing down the dunk tank. The MSU is unable to provide staff for setting up or tearing down the dunk tank.

Inflatables

Inflatables are permitted on the Rear Plaza if approved by the MRO. The requesting group must provide information to the MRO related to the number of fans required for the inflatable at least five (5) days prior to the requested event date. A member of the sponsoring group must remain with the inflatable from the time it is delivered to the MSU until the time it is picked up by the vendor. Unless otherwise approved by the MRO, inflatables are not permitted within the MSU. The group hosting the event and/or the vendor is responsible for setting up and tearing down the inflatable. The MSU is unable to provide staff for setting up or tearing down the inflatable.

Pie-Throwing

Pie-throwing events can only take place outside of the MSU on the Rear Plaza or in the outdoor tabling spaces. Only shaving cream is permitted to be used in pie tins. Whipped or pie filling is not permitted. Groups are required to provide their own tarp or floor covering during the event. All shaving cream must be thoroughly cleaned off the pavement upon conclusion of the event. Excessive mess left after an event will result in damage fees being assessed at a rate of \$100/hr.

Food Eating Contests

Food eating contests and competitions, including but not limited to hot dog eating contests, are prohibited.

Tie-Dye

Tie-dye events can only take place outside of the MSU. Tie-dye events can only take place on a lawn or grassy area approved by the MRO, as the dyes stain pavement. The group must cover all tables with protective coverings and clean up after the event. Access to a hose must be requested from the MRO in advance of the event. Excessive mess left after an event and/or stained pavement will result in damage fees being assessed at a rate of \$100/hr.

Arts and Crafts

Events that include arts and crafts are responsible for cleaning up after their event and should consider table coverings to not damage furnishings. Table coverings are mandatory for painting events and other art events that would damage furnishings. Confetti and glitter are prohibited. Excessive mess left after an event will result in damage fees being assessed at a rate of \$100/hr.

Destructive Events

Events that require the destruction of another property (pumpkins, automobiles, etc.) are prohibited.

Yard Games

All yard games that include throwing an object, including but not limited to cornhole, ladderball, and spikeball, are prohibited indoors unless approved by the MRO.

Drones

The use of drones on property owned, managed, or controlled by the West Virginia University Board of Governors for any purpose is prohibited unless first approved by the sUAS (Drone) Operations Officer. Additional information regarding the use of drones on campus can be found in policy [WVU-PD-6: Small Unmanned Aircraft Systems \(SUAS\) \("Drones"\)](#).

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; reservations may be made by contacting the MRO at (304) 293-3250 or by e-mail at Reservations@mail.wvu.edu.

Flier Distribution

Student organizations and department representatives may distribute notices or fliers in the MSU with permission. Approval can be made by contacting the Info Desk at (304) 293-3701 or in person. 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.

Banners

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

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.

VI. Event Support Services

Food and Beverage

All food or beverages purchased with state funds (SGA Grants, Department Funds, etc.) for events in the MSU must be provided through the WVU Hospitality Group catering office at (304) 293-0462.

Alcohol

The consumption or possession of alcohol at any event must comply with West Virginia University [Board of Governors Policy 18 – Alcoholic Beverages on the Campus](#). Groups seeking approval to serve alcohol during their event must obtain approval from the President's Office using the form provided.

Alcohol Request Form: https://wvu.qualtrics.com/jfe/form/SV_3JWu7ZZN6YT9SqW

Catering

Please refer to the WVU Hospitality Group website at dining.wvu.edu/catering or contact the WVU Hospitality Group catering office at (304) 293-0462 for selections, prices, and procedures.

Tablecloths for catered events must be requested from WVU Hospitality Group when placing a catering order. The MSU does not provide tablecloths for events with more than 25 tables or when catering is ordered.

External Catering

External catering must be approved by the MRO. It is the responsibility of the group hosting the event to coordinate with the external catering company. This includes coordinating setup, teardown, and cleanup of the external catering. In general, these services are provided when catering is purchased through WVU Hospitality Group. These services cannot be assumed by MSU staff and are the responsibility of the hosting group and the external caterer. Additional trash bags and trash cans can be requested from the MRO when placing the reservation. Excessive mess or cleanup will result in appropriate damages being assessed to the group at a rate of \$100/hr.

MSU tablecloths are not provided for events that utilize an external caterer. Procurement of tablecloths is the responsibility of the hosting group.

The use of open flames and warmers is strictly prohibited. Warming methods must be approved by the MRO.

Fundraisers

The MSU 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 MSU may be sold as a fundraiser. Items bearing West Virginia University trademarks may not be sold.

Groups are not permitted to bring outside vendors for fundraisers without express written permission from MRO (see Commercial Sales and Solicitation on page 10).

Please contact the MRO via phone at (304) 293-3520 or in-person for a complete explanation of applicable regulations.

Bake Sales

Bake sales are only permitted in reservable, outdoor spaces. Indoor rain backups are not permitted. Groups hosting bake sales are required to register their bake sale with the Monongalia County Health Department (MCHD) using the health department form available from the reservations office. A completed form, signed by a MCHD representative, must be provided to the MRO at least two (2) business days prior to your requested event date.

Per MCHD, bake sale items must be limited to cakes; cookies; fruit pies; candies; plain pepperoni rolls; yeast, nut, or fruit breads, muffins, or rolls. Prohibited items potentially hazardous foods,, which include pepperoni rolls with cheese, sauce, or other toppings; custard, or meringue pies; and cream-filled products. Additional non-potentially hazardous foods may be allowed only if approved by MCHD.

Food items are required to be pre-wrapped in the portions that will be offered for sale to the public. Portions should be wrapped in see-through wrap or baggies. Slicing, wrapping, or exposing food at the sale or distribution is prohibited.

To lessen the risk of foodborne illness or transmittable disease, menu items should be prepared and wrapped by individuals who have attended a MCHD Food Worker's Training Course.

A clearly visible placard is required at the sales or service location stating that the food is prepared in a kitchen that is not subject to regulation and inspection by the MCHD or any other regulatory authority.

Tents

10' x 10' pop-up tents may be requested for events on the Rear Plaza and the outdoor front tabling spaces, or provided by groups. Tents must have proper anchorage in order to secure the tent to the ground in the case of inclement weather or wind. Tents and tent weights cannot obstruct egress or walkways. Tent stakes are prohibited unless approval is given by the MRO.

At the discretion of the MRO, MSU tents may not be provided in the event of anticipated inclement weather or high winds.

Tents shall comply with the National Fire Protection Association (NFPA) 701 requirements for fire resistance, and have a permanently affixed label verifying the tent's fabric follows NFPA 701. Large volume cooking with propane, while generally not permitted, shall be conducted outside of tents.

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 event unless otherwise given approval from the MRO. The person(s) scheduled to play for a musical event may schedule practice time in advance.

B. Upright Piano

The upright piano may not be removed from the JG Theatre stage and may only be used in conjunction with a scheduled event unless otherwise given approval from the MRO. The person(s) scheduled to play for a musical event may schedule practice time in advance.

A/V Technical Unit

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

Contact Information:

PO Box 6017

Morgantown, WV 26506-6437

Phone: 304-293-4406

Email: LairAVTech@mail.wvu.edu

All meeting rooms are equipped with built-in presentation systems, with the exception of the Mountaineer Room. A portable TV and laptop for use in the Mountaineer Room can be requested during the reservation-making process.

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

Bluestone
Tygart
Cathedral

Potomac
Cacapon
Mountain

Blackwater
Kanawha

* 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**

Greenbrier
Shenandoah

Laurel
Rhododendron

Monongahela

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

Technician(s) may be 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. Requests for a technician at an event must be made ten (10) business days prior to the event date.

Materials expected to be displayed by a technician during an event must be provided to the technicians in their completed form no less than five (5) business days before the scheduled event. Materials include PowerPoint slides, videos, slideshows, music playlists, etc. Providing these materials in advance allows testing of videos and materials on MSU systems and provides time for any issues to be worked out in advance. Materials can be sent to lairavtech@mail.wvu.edu.

Additional Equipment Available:

- Portable webcam for video conferencing
- Flat screen TV
- VCR/DVD/Blu-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 or full Ballroom and Gluck Theatre only)

Wireless Internet

Wireless internet is available via WVU.Encrypted (WVU single sign-on required) and WVU.Guest, and hard-wired ethernet connections can be requested from the MSU Reservations Office. Advanced notice is encouraged if hard-wired ethernet connection is anticipated.

Films

Movies scheduled through the MRO for public viewing must have proof of copyright permission before the movie can be shown. Proof of copyright permission must be provided to the MRO no less than five (5) business days before your requested event date.

It is encouraged that copies of DVDs provided by production companies be provided to the MRO for film testing no less than five (5) business days prior to your event.

For more information on obtaining a license and cost, please contact one of the film distributors listed below:

- Swank Motion Pictures Inc.: www.swank.com
- Criterion: www.criterionpic.com
- Netflix Educational Screening Permission (ESP): www.media.netflix.com

Please contact reservations@mail.wvu.edu for assistance.

Fees

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

The MSU reserves the right to determine which events and/or use of equipment require the use of a technician. Events that take place outside the MSU or those of a more complicated nature may require two technicians. If applicable, events with a technician will incur a fee of \$25.00 per hour per technician.

VII. Schedule of Fees

Room Fees

Room	Internal Group*	State Agency			External Groups and One Time Users		
		Hourly Rate	Minimum Charge	Maximum Charge	Hourly Rate	Minimum Charge	Maximum Charge
Full Ballroom	\$0	\$175	\$350	\$700	\$350	\$1,050	\$2,100
Large Blue	\$0	\$150	\$300	\$600	\$300	\$900	\$1,800
Small Blue	\$0	\$140	\$280	\$560	\$275	\$825	\$1,650
Large Gold	\$0	\$75	\$150	\$300	\$150	\$450	\$900
Small Gold	\$0	\$65	\$130	\$260	\$125	\$375	\$800
Blackwater	\$0	\$15	\$30	\$90	\$30	\$90	\$240
Bluestone	\$0	\$20	\$40	\$120	\$40	\$120	\$320
Cacapon	\$0	\$15	\$30	\$90	\$30	\$90	\$240
Cathedral	\$0	\$25	\$50	\$150	\$50	\$150	\$400
Greenbrier	\$0	\$25	\$50	\$150	\$50	\$150	\$400
JG Theatre	\$0	\$75	\$150	\$450	\$150	\$450	\$1,200
Kanawha	\$0	\$15	\$30	\$90	\$30	\$90	\$240
Laurel	\$0	\$25	\$50	\$150	\$50	\$150	\$400
Monongahela	\$0	\$25	\$50	\$150	\$50	\$150	\$400
Mountain	\$0	\$25	\$50	\$150	\$50	\$150	\$400
Mountaineer	\$0	\$40	\$80	\$240	\$75	\$225	\$600
Potomac	\$0	\$15	\$30	\$90	\$30	\$90	\$240
Rhododendron	\$0	\$50	\$100	\$300	\$100	\$300	\$800
Shenandoah	\$0	\$50	\$100	\$300	\$100	\$300	\$800
Side Pocket	\$0	\$50	\$100	\$300	\$100	\$300	\$800
Tygart	\$0	\$10	\$20	\$60	\$20	\$60	\$160

*Facility fees will be assessed at the State Agency rate for WVU Departments and recognized WVU Student Organizations hosting multi-day meetings, conferences, and events that charge vendor fees or generate funds.

Damages

Damage to MSU facilities will incur a charge equal to the total cost of repairs (labor + materials) plus (+) a fee of 10% of the total cost of repairs.

Damage to MSU equipment will incur a charge equal to the total cost of repair or replacement of the damaged equipment plus (+) a fee of 10% of the total cost of repair or replacement of the damaged equipment.

Missing or stolen MSU equipment or furnishings will incur a charge equal to the total cost of replacement, plus (+) a fee of 10% of the total cost of replacement of the missing or stolen equipment or furnishings.

Excessive clean-up will incur a fee of \$100.00/hr.

Invoices

Invoices will be generated within 30 days following the event. Additional information regarding payment will be included on the invoice. Invoices not paid within thirty days may result in loss of scheduling privileges until payment arrangements have been made.