

**POLICIES AND GUIDELINES
BETH WALTON MOOR LOUNGE
LONGMIRE BUILDING**

The Beth Walton Moor Lounge is illustrative of the dignity and beauty of historic spaces on The Florida State University campus. Receptions (ceremonial or formal) that need no additional tables or chairs are the only types of events permitted in this space.

Policies:

- Events must end by 11:00 p.m. (including break down and clean up).
- Keys are held in the Office of University Relations, 216 Westcott Building. You will need to coordinate a pick-up time with the space coordinator. The key must be returned by 10:00 a.m. on the next business day following the event. Failure to comply will result in assessment of a \$25.00 late fee.
- Any event within Beth Walton Moor Lounge must be endorsed and sponsored by a member of the University faculty.
- Office of University Relations, as agent for Florida State University, is not responsible for loss or theft of personal property and therefore the Lounge area(s) should not be left unattended and all belongings should be removed at the end of the evening.

Guidelines for Lounge areas:

- The Room is leased "as is," and furniture should not be moved. Any alteration to the usual footprint must be submitted and approved in writing in advance of the event by the Office of University Relations. Use of the piano is permitted and the instrument is well-maintained; however, cost of any requested special tuning of the instrument would be borne by the Lessee.
- The large antique table in the room may be used for food and beverage service, but must be covered for protection. This would apply also to the large antique table in the smaller lounge space across the hall.
- Open flames are not allowed within the space.
- The fireplace has been sealed and may not be used.
- No decorations, lighting or signage may be affixed to walls and/or woodwork.
- It is your responsibility, individually or by assignment to your food and beverage vendor, to remove all trash from the premises at the end of the event. There is a dumpster in the parking lot behind the Longmire Building for disposal.
- In the event of damage incurred to the Lounge areas or contents thereof, the Office of University Relations should be notified immediately via contact information as supplied in the rental agreement.
- Should you need immediate assistance outside the scope of property damage, please call the FSU Police Department immediately at (850) 644-1234.
- If alcoholic beverages are being served at your event, administrative approval must be obtained from Dr. Sally McRorie, Provost and Executive Vice President for Academic Affairs (850) 644-1765. If your event involves alcohol and students will be present, approval should also be obtained from Dr. Mary Coburn, Vice President for Student Affairs (850) 644-5590.
- Catering by Seminole Dining (850.644.7509) is the contracted food and beverage vendor for the University and holds a State of Florida liquor license.
- The kitchen should be left neat and clean, with floors clear and counters wiped down.

Revised 3/8/2016