POLICIES AND GUIDELINES FOR USE OF THE BETH WALTON MOOR LOUNGE

Beth Walton Moor Lounge

The Beth Walton Moor Lounge is a beautiful room, illustrative of the dignity and beauty of the Florida State University campus. No lectures or meetings are to be conducted in the Lounge RECEPTIONS ONLY (ceremonial or formal matters with no additional tables or chairs) being permitted. All events must end by 12:00 am; this includes break down and clean up.

The key is to be picked up from the Office of University Relations, 216 Westcott, on the day of the function between 10:30 am and 4:00 pm. You can pick the key up earlier if the event is during the hours of 8:00 am-5:00 pm. If the function is on the weekend, pick up the key by 4:00 pm Friday. The key must be returned to the Office of University Relations by 10:00 am the next business day. A late charge of $25 will result in a late key return.

Guidelines for use:
1. The furniture, including the piano is not to be moved. There is one large wooden table in the room for your use. Any additional requests for furnishings must be made through the Service Center (644-2424) Audiovisual equipment is not supplied. Please note that additional tables and chairs are not permitted because lectures or meetings are not permitted in this room.

2. The key is not to be used as a lever to slide the Lounge door open. Remove the key from the lock before opening the door. You will be charged if the key is lost or broken.
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3. Do not leave the Lounge unattended. University Relations is not responsible for loss or theft.

4. No posters, decorations, pictures or plaques are to be put on the walls.

5. The tables, if used for food or drink, should be suitably covered. If candles are used, place something underneath to catch the wax drippings.

6. If any damages are incurred to the Lounge or its contents, report it to University Relations immediately. It is necessary for us to know what damage has been incurred in order to see that the item(s) are quickly and properly repaired/cleaned.

7. The fireplace cannot be used. It is sealed on one end and if lit, could be a fire hazard.

8. All trash and garbage is to be emptied into the dumpster in the back of the building by the parking lot.

9. All cleanup is to be done by your organization. We do not provide a cleaning service.

10. All catering must be done by Aramark Catering (644-7509).

11. Check for purses, coats and other personal belongings before securing and leaving the area.

Guidelines for the Longmire kitchen:
1. Please leave the kitchen as you found it. Be sure that all appliances are off, especially the stove.

2. Empty all trash and garbage in the dumpster in the back of the building by the parking lot.

3. Check to make sure no personal items have been left. The University is not responsible for lost items.

4. If any damages are incurred, notify Pat Campbell at University Relations as soon as possible.
5. If for some reason you should need to contact the FSU Police Department, they are located at 830 West Jefferson Street. You can call them at 644-1234.

Please contact Pat Campbell at 644-2469 with any questions regarding these policies and guidelines.