



TOUCHDOWN TERRACE

Rental Guide



TABLE OF CONTENTS

| | |
|--|----------|
| Mountaineer Field at Milan Puskar Stadium Information | 3 |
| Spaces/Features, Rates, Square Footage | |
| Club and lower lobby | 4 |
| Upper lobbies | 5 |
| Outdoor plaza..... | 6 |
| Catering/Beverage Service Information..... | 7 |
| Parking/Facility Entry Information | 8 |
| Insurance Requirements, Facility Policies, Rental Procedure ... | 8 |
| Request Form | 9 |



RATES

Built in 1980, Mountaineer Field at Milan Puskar Stadium is one of the nicest football facilities in the country. With a capacity of 60,000, this on-campus stadium provides a spectacular backdrop for any event.

The Touchdown Terrace building was built as an attachment of the stadium in 2004. It houses a set of 18 stadium suites, a lower level club space, an outdoor plaza and three upper-level lobbies in a two-story structure. The facility is a great place for businesses and fans to host events such as banquets, receptions, meetings and lectures or conferences with first-class amenities.

| | |
|--|---|
| Club & Lower Lobby | \$1,600/public - \$800/University |
| All Upper Lobbies | \$1,200/public - \$600/University |
| Center Lobby | \$500/public - \$250/University |
| Center & East Lobby | \$800/public - \$400/University |
| Center & West Lobby | \$800/public - \$400/University |
| Entire Touchdown Terrace Building | \$2,350/public - \$1,175/University |

**Includes facility rental, employment of security personnel, and custodial services. Catering and room setup costs are not included. Facility is rented in four hour blocks; additional charges may apply for longer events.*

** University events are events directly affiliated with, or sponsored by, WVU.*



CLUB & LOWER LOBBY

5,366sq. ft.
for \$1,600

The club and lower lobby space is the largest space in the Touchdown Terrace. With room for a fully-catered meal and table space for 200 guests, this space is perfect for wedding receptions, retirement parties, or special dinners. The 21 flat-screen televisions in the area can also be used upon request. In addition, the full set of windows overlooking Mountaineer Field add a great backdrop to the occasion.





The upper center, east and west lobbies are all great spaces that are perfect for a more intimate occasion. Whether it be a birthday party or small gathering, these spaces are perfect if the lower lobby is too large.

** Alcohol cannot be served in these areas.*



Center lobby | 1,430 sq. ft.

\$500/public - \$250/University

Center & east lobbies | 3,818 sq. ft.

\$800/public - \$400/University

Center & west lobbies | 3,818 sq. ft.

\$800/public - \$400/University

All lobbies | 4,206 sq. ft.

\$1,200/public - \$600/University

UPPER LOBBY AREA



The outdoor plaza is a fantastic place to host any event, large or small. The plaza is located just outside of the club space of the Touchdown Terrace. Unlike the other spaces, this one is outside and allows guests to take in the atmosphere of Mountaineer Field. The possibilities are endless for this flexible space!

Fee is Negotiable



OUTDOOR PLAZA





CATERING & BEVERAGE



Sodexo Sport and Leisure Services provides all catering services within Mountaineer Field at Milan Puskar Stadium for an additional fee. Sodexo offers a wide variety of menus and pouring rates for alcoholic beverages. Alcoholic beverages may be served by a Sodexo bartender only and are limited to beer, malt beverages and wine. In addition, room setup needs and linen arrangements may be handled by Sodexo.

ALCOHOL POLICY AND SERVICE

All alcoholic beverages must be served by our personnel and consumed in designated areas. Proof of age will be required. No outside beverages are permitted into the facility. Sodexo reserves the right to refuse service of alcoholic beverages to any person. We recommend at least one bartender for every 75 -100 guests for bar service. The charge for a bartender is \$25 per hour with a four hour minimum.

BAR OPTIONS:

- **Cash Bar** - Each guest pays individually
- **Hosted Bar** - Sponsoring host covers the bar bill. In addition to the bartender fee, all host sales are subject to the addition of our service charge of 20% and the WV State Sales Tax of 6%, unless otherwise stated.

***Please contact Sodexo for Beer, Wine and Malt Beverage Pricing information as well as available brands.*

BEVERAGE REQUIREMENTS:

Under Sodexo's alcoholic beverage license we are able to provide beer, wine and malt beverages only.

Catering menu can be found at www.mountaineers.catertrax.com under the "Flavours" tab.



Tami Wood
Sodexo Sport and Leisure Services

Office: 304.293.6241
Fax: 304.293.6941
E-mail: tami.wood@mail.wvu.edu

INSURANCE

User is required to carry at a minimum the following limits of insurance coverage from a financially sound insurance company:

- Commercial General Liability Insurance Coverage - \$1,000,000 combined single limits per occurrence
- Medical Expense (payment) Coverage - \$5,000 per person
- A certificate of liability insurance shall be provided, naming West Virginia University "additional insured", and sent to Colin Braley no later than (15) days prior to the use of WVU facilities:
- For single event coverage, please visit: <https://tulip.ajgrms.com/>
 1. Click "Get A Quote"
 2. Location, select WV as state, select West Virginia University as the Location, select Athletic Department as Venue
 3. Select the date and number of attendees
 4. Select your event type
 5. Select your coverage options

PARKING

- Parking is available in designated hospital lots.
- ADA parking is available.
- To access parking, drive through the main hospital lot before reaching the stadium.
- Access to the facility can be achieved through the north gate and into the main entrance of the Touchdown Terrace. Access to the facility will be provided by event personnel. ADA entry is also available.



POLICIES

- Items may not be suspended or secured from the ceiling or lights.
- Adhesives are not permitted on anything in the building (including on fixtures, walls, ceilings, lights, windows, etc).
- Use of the game field, concourses, stadium seating areas or press box is not permitted unless otherwise coordinated with Athletics.
- Use of scoreboards or video boards is not permitted.
- Certain field lights can be turned on upon request.
- WVU is a tobacco free campus. Guests are prohibited from any tobacco use during private events on WVU property.
- Individual suite usage is permitted only by the suite holders.
- Audio/video equipment information is available upon request.
- Fraternity and sorority events are required to have West Virginia University Police on site and shall be responsible for all associated costs.

RENTAL PROCEDURE

REQUIREMENTS

- Events are not scheduled in the north end zone building the day prior to, the day of, or the day following a home football game.
- The rental period for all events is a four-hour time block. This includes the time that the space will be available for your event but does not include setup or teardown.
- All events must conclude by midnight.
- The WVU Department of Intercollegiate Athletics strives not to schedule two events on the same date; however, this cannot be guaranteed.

PROCEDURE

- Complete and submit the Athletic Facilities Rental Request Form (See page 9) to Assistant Director of Facilities & Operations Colin Braley.
- If the event is approved, a rental agreement will be executed that includes, but is not limited to, details pertaining to costs, fees and facility usage.
 - a. Upon reservation, a 50% of the total, non-refundable rental fee is due. The remainder of the fee is due seven calendar days prior to the scheduled event date.
 - b. A damage deposit of \$500 is also due seven calendar days prior to the scheduled event date. This fee will be held until the conclusion of the event and returned or shredded provided no damages are incurred.
 - c. Personal checks, Visa, MasterCard, Discover and American Express are all acceptable forms of payment (Checks should be made payable to West Virginia University).
 - d. A separate rental agreement for catering and/or room setup will be handled by Sodexo.

WEST VIRGINIA UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

FORM MUST BE COMPLETED FOR ALL REQUESTS AND RETURNED TO:

Colin Braley, Assistant Director of Athletic Facilities and Operations
E-mail: colin.braley@mail.wvu.edu | Phone: 304.293.7559 | Fax: 304.293.2583
P.O. Box 0877, Morgantown, WV 26507-0877

ATHLETIC FACILITIES RENTAL REQUEST FORM

- North End Zone building (entire building)* \$2,350/public - \$1,175/University
**This excludes the use of all individual suites on the upper level*
- Touchdown Terrace (club space and lower lobby)\$1,600/public - \$800/University
- Upper center lobby\$500/public - \$250/University
- Upper center and east lobbies\$800/public - \$400/University
- Upper center and west lobbies\$800/public - \$400/University
- Upper, east, and west lobbies\$1,200/public - \$600/University
- Outdoor plazaNegotiable

Event Name: _____

Contact Person: _____ Phone #: _____

Sponsoring Organization (if applicable): _____

E-mail Address: _____

Address: _____

Date(s) requested for event: _____ Attendance (projected): _____

Start Time: _____ End Time: _____

The following services are available and must be requested at least one month prior to the event:

Audio/Video Services:

Wireless microphone, Closed circuit televisions, DVD player, CD player and iPod docking station

Food/Beverage (Sodexo)

DEPARTMENT USE ONLY

Date application received: _____

Facility Availability on selected date(s): YES NO Conflicts: _____

Date confirmation sent: _____

Director's Signature: _____ Date: _____