



# UNIVERSITY OF WISCONSIN-LA CROSSE STUDENT ASSOCIATION

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## **SA1516-078: Resolution Approving New Student Center Decorations Policy**

DATE: April 27<sup>th</sup>, 2016

AUTHOR(S): Kaylee Otterbacher, Molly Davies, Spenser Garcia

SPONSOR(S):

WHEREAS; the Student Services and Buildings Committee was charged with creating policies related to the new student center;

WHEREAS; the Student Services and Buildings Committee did not meet quorum on the day they were set to vote on the policies, but the consensus among the group was generally supportive of these policies.

THEREFORE BE IT RESOLVED; that the Student Senate approves the attached decorations policy.

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Handwritten signature of Molly Davies in black ink.

Molly Davies  
President, Student Senate  
Vice-President, Student Association

05-04-2016

Date

Handwritten signature of Kaylee Otterbacher in black ink.

Kaylee Otterbacher  
President, Student Association

05-04-2016

Date

# DECORATIONS POLICY

## Events

DRAFT 9-17-15

### Policy

Groups may provide materials for decoration for an event or program. Sponsoring groups are responsible for providing set-up, tear down and removal of all decorations. The policy is administered and monitored by University Reservations.

1. Decorations should be freestanding, or floor and table arrangements.
2. Easels can be provided for an event to accommodate decorating.
3. Glitter and confetti are prohibited.
  - a. No loose glitter on tables.
  - b. No posters, signs, or banners with loose glitter.
  - c. Glitter glue is acceptable.
  - d. Glitter paint is acceptable.
4. Decorations are not to be taped with masking, Scotch, or duct tape, glued, or tacked to a wall, window, ceiling, or floor surface:
  - a. **Only non-marking tapes may be used (Painters or Gaff).**
  - b. University Reservations and the Information Counter can provide the appropriate tape.
  - c. User should supply their own tape if large quantity of decorations is being used.
5. Staging/Drapes:
  - a. No objects may be pinned or attached to any of the stage drapes.
  - b. Any decorations to be used on stage must be approved prior to installation.
  - c. The Sponsor of the event must notify Reservations Staff in advance of the desire to have a banner or decorations hung above the stage. All banners and decorations must be provided. Any banners or decorations hung above the stage must be hung by University Centers Staff.
6. Balloons:
  - a. Only Mylar balloons are allowed.
  - b. Latex balloons are prohibited.
  - c. Balloons must be secured at all times.
7. Candles:
  - a. Only electronic/LED candles are allowed.
  - b. String lights are allowed. Proper display of these lights must be discussed with University Reservations.
  - c. Candles with drip catchers are allowed for candle light vigils in specific outdoor locations. Candles must be disposed of properly. Any costs associated with University Grounds Keeping staff having to remove wax, will be passed along to the organizing group.
8. Hazers and foggers may be used with prior permission from University Reservations.
9. Pyrotechnics require Fire Marshall approval for use.
10. Sponsoring organization must take down and remove all decorations after event.

## **Appendix**

### Personnel Responsibilities:

- a. Reservations & Event Support Staff will be responsible to hang banners and staging.
- b. Reservations & Event Support Staff will be responsible for monitoring, safety, removal of items.

Charges will be levied at the current cost.

### Set up estimate:

- a. Pipe: 10 bases, 10 telescoping uprights, 10 telescoping drape supports = approximately \$1,500
- b. Drape: 20 curtains = approximately \$1,600
- c. Storage for Pipe and Drape = approximately \$500
- d. Rope and Stanchions = \$150
- e. Room Dividers = \$165
- f. Tape = \$50