

# DECORATIONS POLICY

## Events

Revised Final 5-9-2017

### 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.
8. Hazers, foggers, and pyrotechnics: These options have not yet been tested in the Student Union as of Spring 2017 Semester.
9. Sponsoring organization must take down and remove all decorations after event.