



**UNIVERSITY SCHEDULING & EVENTS
DECORATING GUIDELINES
FOR UNIVERSITY CENTER EVENTS**

The decorating policies for the University Center at the University of Northern Colorado are found below. It is important that these policies be strictly adhered to as additional fees may be incurred if it is found that they were not followed. Please read the rules below and sign that you have received a copy of these policies.

1. Use of glitter, confetti and small pieces of paper (anything smaller than a 2x2 Post-It note) is **strictly prohibited** throughout the University Center.
2. Use of nails, staples, tacks, pins, glue, or adhesive is **not** permitted on any surface of the University Center. Painter's masking tape is permissible for certain usage with staff approval.
3. Decorations may **not** be placed on any glass portion of the University Center.
4. Sign standards and easels may be used to display signs, posters, and banners.
5. **No** objects can be suspended from the ceiling.
6. Decorations, displays, and/or exhibits that require flame or water **must** be pre-approved by the University Center Director.
7. Candles are not permitted in the University Center except for special events if approved by the Director of the University Center and events in the ballrooms. Candles must be in an enclosed container and may only be used as part of a centerpiece.
8. Customers will remove all items from the building which they brought with them. This includes decorations, handouts, party favors and all boxes. Event space and lobby should be returned to its original state to the best of the customer's ability.

For safety and liability reasons, the Scheduling and Events Office staff must approve ALL decorations, displays, and exhibits. Times for decorating must be scheduled in advance and all decoration materials must be removed immediately following the event. The group will be assessed a clean-up fee if the decoration materials are not removed as arranged or if the decorations cause damage to the facilities.

I have read and understand the decorating policies for the University Center at the University of Northern Colorado. I agree to follow them and understand that I can and will be charged for not adhering to the policies.

Signature

Date

Printed Name

Name & Date of Event