

Title: Decorations

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In order to minimize hazardous conditions, extra maintenance costs, damage to the building, and comply with State Fire Regulations, the following restrictions apply to decorating for events in the Union.

1. All materials used in the Union must be fireproof or fire resistant.
2. Most decorations are to be self-supporting from the floor up. Groups are to furnish their own means of self-support.
3. Artwork and other decorations affixed to the wall may not be moved or removed.
4. All decorations must be cleared with the Reservations Staff or the on duty Building Manager. Any damages due to decoration or failure to remove them will be charged to the user.
5. Users are responsible for removing all decorations they have put up immediately after an event. RMU is not responsible for any decorations left in the room. Decorations left in RMU after an event may cause groups to be assessed a labor fee for cleaning/moving.
6. Glitter, sequins, confetti or similar fine, hard to vacuum items may not be used. Additional cleaning costs will be assessed as necessary if such materials are used.
7. Blue masking tape is the only means of fastening any materials or decoration permitted in some areas. No staples, gummed paper, thumb tacks, bulletin board stick-em, nails, wire, etc. are allowed.
8. No open flame or water will be permitted in the Union at any time for decorative purposes (candles are excepted under specific and pre-approved conditions).
9. Special electrical needs must be pre-approved.