

Guidelines for Outdoor Campus Decorations

Decorations require reservations and approval a minimum of one week in advance from the Department of University Center Operations and Event Management in GUC Suite 107. Organizations requesting to decorate must sign a form in agreement to the areas allowed to be decorated and the clean up at the conclusion of the event.

Once the request is approved, the organization is entitled to decorate campus following the guidelines listed below:

Guidelines:

- The Memorial Amphitheatre is a war memorial and should not have banners or other items tied to it.
- Nothing should be tied or fixed to the bridge at anytime. This includes banners, balloons and ribbons.
- Placing stakes in the ground in any location on campus must be approved prior to placement.
- Ribbons can be tied around the trunks of trees but in no other way attached as to harm the tree.
- Balloons must be tied to weighted objects (bricks, sand bags, etc.) and not tied to railings, buildings or branches.
- No balloons should be in the Lion Habitat Area.
- Decorations may not obstruct entrances, exits or fire exits, keeping all exits and emergency lighting clear of any obstructions.
- All decorations must be constructed of non-flammable materials. No confetti, glitter, rice, oil lamps or open flames permitted.
- It is the group's responsibility to remove all decorations at the conclusion of their event.
- Decorations must not in any way interfere with the educational mission of the university.

These policies are a work in progress. Other requests not mentioned above can be addressed when submitted for approval. Requests including Window Painting and Chalk Art should be submitted through the Office of Student Engagement in GUC Suite 163.

****Failure to abide by the above-mentioned guidelines will result in a loss of privileges and the organization will be charged the actual cost of damages and/or for the removal of materials.*

Name of Group _____ Person to Notify _____

Email: _____ Phone: _____

As a representative of the _____ organization, I have read the guidelines and agree to abide by them during our decoration date of _____.

Actual Description of what you plan on decorating with and where:

SIGNED _____ DATE _____

For Office Use Only:

_____ Approved _____ Denied _____ Contacted _____ Staff _____ Date