

Decorations Addendum

ALTERATIONS OF FACILITIES:

Any changes in the facility must be approved by the Event Services Office. Such changes will include, but will not be limited to the removal, relocation or addition of equipment, furniture, decorations, or stage properties. Alterations of existing facilities may result in service charges to the organization using premises. Requests for such changes will be honored only with the stipulation that the EVENT SPONSOR will assume necessary costs. Any unauthorized adjustments in the facility will be corrected by the CMU at the expense of the EVENT SPONSOR.

DECORATIONS

Decorations may not be nailed or tacked to walls, floors or any other part of the building without express permission of the Assistant Director of Event Services or his/her designee. Masking tape is the only acceptable adhesive. Scotch tape and duct tape is **NOT** permissible for attaching decorations to painted surfaces, wood walls, windows or wall paper. Decorations must not create a fire hazard. All decorations must be removed immediately following the event.

Labor charges will be assessed to the EVENT SPONSOR for the removal of released helium balloons and decorations.

FOG/SMOKE/HAZE MACHINES

Fog, smoke, or haze machines cannot be used in the Comstock Memorial Union. Any machine of this type may create a fire hazard and therefore will not be allowed. Anyone violating this policy will be prosecuted to the fullest extent of the law.

Revised 7/14/2011