

Decorations

All decorating plans for events held in the University Center and Rose Theatre must be approved by the Scheduling Office at least ten business days in advance. Failure to gain prior approval for all decorations and manner of attachment may result in the prohibition of decorations on the day of your event or charges to the sponsoring organization for resulting damages. When creating a decorating plan for your event, please keep the following in mind:

- Facilities may not be permanently altered or damaged in any way.
- Nothing may be screwed into the floors or walls or in any other way permanently attached.
- Painting, spraying, or construction of decorations or posters is not permitted in the University Center or Michael D. Rose Theatre. Use of any kind of spray paint in the UC, Rose Theatre, or surrounding grounds will result in a minimum \$200.00 fine, loss of reservation privileges for one semester (when applicable), and possibly judicial charges against the group or individual responsible.
- Glitter, confetti, sequins, and rose petals are prohibited in any application. Use of these items will result in an automatic, minimum cleaning fee of \$200.00. The fee may be more if additional labor is required to remove from carpets and other surfaces.
- Curtains and blinds may not be removed or damaged.
- Tape (including masking tape, painter's tape, scotch tape, duct tape, etc.), command strips, Velcro strips and adhesive putty tape are prohibited for use on walls and windows in meeting rooms. Gaff Tape (available from the UC/RTH staff) may be used on carpets.
- Fire exits may not be blocked in any way.
- Cables and cords must be taped down (Gaffer's Tape Only).
- Pushpins, thumbtacks and/or staples may not be used to attach materials to the walls or ceilings.
- Open flames are not permitted in the University Center or Rose Theatre. Under no circumstances may hand-held taper candles be used in initiations or other ceremonies inside any facility. LED Candles are permitted.
- Helium Balloons are not permitted in the University Center or Rose Theatre. Non-helium balloons (as when attached to a metal structure such as a column or arch) are permitted.
- Nothing may not be tied to door handles, hinges, or hardware.
- All decorations and equipment used in events must be removed immediately after the event unless prior arrangements have been made. Items left more than two business days without approval, will be discarded.