

# Centennial Student Union Procedure

<b>Procedure</b> Decorations	<b>Effective Date</b> 7/1/2013
<b>Custodian of Procedure</b> Associate Director, Centennial Student Union	<b>Last review</b> 7/1/2013

## Statement

The Centennial Student Union hosts a wide variety of events and the success of these events often involves decorating the space involved. Decorating should not cause harm to the facility in any way, it should not cause undue or uncompensated labor for the Centennial Student Union, and it should not impact on other events occurring in the building. Parties will be held financially responsible for damage caused by the installation or removal of decorations.

## Procedures

There are three specific parts to this procedure; A) the allocation of time for decorating, B) the defined space to be decorated, and C) the materials to be used.

- A) Parties are strongly encouraged to reserve time for decorating if an event requires it and must remove all decorations immediately following an event. Regular rental charges apply for the installation and removal of decorations.
- B) Parties may only decorate space they have reserved, and in doing so, must not compromise public health and safety:
  - Fire safety signage, equipment (e.g. sprinkler heads), and egress must be maintained.
  - Emergency lighting must be maintained.
  - The Americans with Disabilities Act must be respected.
- C) Parties are to use materials which will not harm the facility. The following are specifically prohibited:
  - Affixing items directly to the ceiling of the Ballroom or Ostrander Auditorium.
  - Affixing items to wood, stone or papered surfaces.
  - Using any adhesive other than painter's tape.
  - Bringing glitter or glittered items into the building.

## Rationale

The Centennial Student Union is funded with Student Fee Funds and earned revenue. For this reason, the Centennial Student Union is responsible for maintaining its own infrastructure. This procedure is to ensure well maintained space for all who use the Centennial Student Union without incurring undue expense.