Department of Campus Activities

Policy 15: Decorations

Guidelines

a. No glitter or confetti is allowed, in any form, inside a Campus Activities operated facility.
b. Decorations are not permitted on hand rails, windows, room signs, doors (with the exception of personal office doors), over doorways, or in elevators. Decorations used in these areas will be taken down and discarded.
c. No tape, glue, push pins, tacks, nails, etc. may be used to hang or mount decorations. You may use yellow poster putty.
d. Any group/organization or department causing damage to surfaces may be billed for damages.
e. Decorations on floors, stairs, etc. must be approved by the Associate Director of Operations or his/her designee prior to the event.
f. Decorations may be hung from the ceiling using approved mounting devices with prior approval from the Associate Director of Operations or his/her designee. Ceiling decorations must be hung by Campus Activities’ staff.
g. Painting of posters, banners, and other materials inside a Campus Activities operated facility is permitted on non-carpeted areas with approved floor covering provided by the Associate Director for Operations or his/her designee for a nominal fee. Painting of posters, banners, and other materials inside Campus Activities operated facilities is not permitted in or on carpeted areas.