

## **Decorating and Exhibit Policy**

- The use of tape, glue, thumbtacks, nails, poster putty, or other adhesive material on tables, chairs, walls, door frames, stairwells, or equipment is not permitted.
- Decorations, posters, displays, are NOT to be hung or attached to walls
- Decorations are NOT to be hung from the ceiling or light fixtures (no exceptions).
- The use of glitter is NOT allowed on decorations and/or tables, party poppers are also not allowed.
- Displays or decorations which require water must be approved by the Events Coordinator. No bubble machines are allowed.
- No displays or decorations requiring flame are allowed. Candles are permitted in an approved container (some may require floor covering underneath the display) but all must be approved by the Coordinator.
- All decorations must be removed and/or disposed of immediately following the event. Any item left behind will be disposed of. Unless given special permission by Coordinator.
- Sitting and/or standing on tables is not allowed.
- Any room not rented, is not to be used. Violation of this rule will result in additional rental and cleaning charges.
- For the safety of guests, please do not block exit doors or stairways.
- Birdseed will only be allowed outside. Rice, confetti, or glitter is prohibited from the center.
- The lessee using the Center will be responsible for any damage(s) that may occur to the property.
- The event center will not be responsible for damage or loss of materials or equipment in the center on display and/or in storage.
- Renters of the facility will be responsible for cleaning all areas used by the Lessee.
- Any event which invites the public to the center will restrict public access to the major areas only. Restrooms are not to be made available to the public.
- No smoking within 15 ft. of any entrance to this building.
- Renters will be responsible for turning all lights, ovens, fireplaces, thermostats, candles, etc. before exiting the Center.