

# Event Decorations Policy

## Summary

Columbus State University allows event decorations of a certain type and located in safe ways. The sponsoring individual or group is responsible for removing decorations.

## Purpose

The purpose of this policy is to outline the type, location, and responsibilities as they pertain to event decorations.

## Policy

All decorations and materials must be removed by the sponsoring organization/department immediately following the event. Failure to do so will result in items being discarded. The client may be billed for any damage to surfaces and/or excessive cleaning requirements.

### Decorations & Theatrical Scenery Safety Guidelines

- Only use materials that are Class “A” rated or UL listed for flame retardant in decorations, theatrical scenery.
- Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.
  - A. Decorations must not block exits or fire safety equipment.
  - B. Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
  - C. Decorations should not be hung from overhead pipes or sprinkler heads.
  - D. Decorations should be removed immediately after the event.
  - E. Confer with Campus Services regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.
  - F. Glitter, confetti, or water filled items may not be used as decorations.
  - G. Decorations that might pose a fire hazard may not be used.

### CSU Environmental Health and Safety Policies

- Only use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery. Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.

- Decorations must not block exits or fire safety equipment.
- Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
- Decorations should not be hung from overhead pipes or sprinkler heads.
- Decorations should be removed immediately after the event.
- Helium cylinders for balloons should be secure with a chain on to a cylinder cart or to a column and must be approved in advance with Environmental Health and Safety (EHS) and Risk Management (RM)
- The Event Sponsor/Organizer must make arrangements to dispose of empty cylinders. Call EHS & RM for help.

### **Related USG Policy**

N/A

### **Last Update**

7/8/2016

### **Responsible Authority**

University Support Services