

Office of the University Union Policies and Procedures	Subject: Reservable Space Policies & Information	Reference: University Union Board Minutes V.K.
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	Director's Approval:	

DECORATING POLICY

Decorating in the Union is allowed if in compliance with this policy. Decorations should be free-standing, or floor and table arrangements. Decorations are not to be taped, glued, or tacked to a wall, window, ceiling, or floor surface. Poster putty is allowed. Bulletin boards, sign standards, easels, and blackboards can be provided for a program to accommodate decorating and can be reserved through the University Union Reservations staff. All decorations should be removed by the sponsor following the event or program. If using helium balloons, the staff needs to be informed of the delivery time, and the vendor should be informed to deliver the balloons to the Union loading dock. Sponsors need to provide their own decorating needs and should not rely on the Union staff to provide decorating supplies or services. All decorations must be in compliance with the University Drug and Alcohol Policy. Violation of this policy may result in the revocation of decorating rights at the discretion of the University Union Board. Sponsors may be granted exceptions to this policy by submitting a written petition to the UUB or by appearing before the UUB a minimum of one week prior to decorating.