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