



Title	Space Decorations Guidelines and Practices
Responsible Office	Student and Campus Event Centers
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## Space Decorations Guidelines and Practices

Guests are permitted to decorate spaces they reserve *only* during the time in which they have the space reserved. The Student and Campus Event Centers building manager must approve all decorations.

### Guidelines

- The use of duct tape for temporary room decorations on glass or painted surfaces or pins in fabric panels is strictly prohibited. Removable mounting tape or painter’s tape is permitted and available by request from the Student and Campus Event Centers Operations teams.
- Flyers and posters may not be placed on doors, windows, or walls. Sign holders can be requested when placing a reservation.
- Institute artwork and signage must remain on walls.
- The use of candles is strictly prohibited unless used by Georgia Tech Dining Services as a centerpiece; prior approval must be granted.
- The use of adhesive nametags in Midtown II, Midtown V, and WVDC Classrooms is highly discouraged. If nametag removal is necessary, cleaning charges will apply.
- Balloons are not permitted within the Exhibition Hall Midtown II and Midtown V spaces.
- The use of glitter and sand is prohibited in all meeting spaces.
- Smoke and fog machines must be approved by the Institute Fire Marshal. Requests must be submitted at least three weeks in advance of the event.
- Failure to comply with policies and procedures could result in the denial of future reservation requests and damage charges.

### Damage

The group, organization, or individual reserving the space or facility is responsible for any damage to the area reserved, including damage to property, furnishings, and/ or equipment. If damage should occur, the group, organization, or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishing, or equipment.