



Title	Student and Campus Event Centers (SCEC) Indoor Event Decoration Guidelines
Responsible Office	Student and Campus Event Centers
Contact Information	Associate Director, Campus Reservations and Event Services Phone: 404.894.2828 Email: EventServices@stucen.gatech.edu

SCEC Indoor Event Decoration Guidelines

The following guidelines apply to Student and Campus Event Centers managed indoor facilities: Exhibition Hall, Historic Academy of Medicine, John Lewis Student Center and Stamps Commons (inclusive of the Beth Cabrera Reflection Space, Graduate Student Lounge, Southern Co. Multicultural Lounge, and Tech Rec), and the Paper and Clay Pavilion. Clients are permitted to decorate their reserved space when appropriate. Failure to follow SCEC decoration guidelines could result in additional fines or the termination of reservation privileges for the hosting group.

General guidelines for indoor decorations:

- Clients will not have access to their reserved space outside of the time it was reserved. Clients should be mindful when making their reservation to ensure they reserve enough time to set up and tear down decorations for their event.
- Decorations are only permitted in the space(s) reserved by the client.
 - Decorations may be permitted in lobby and pre-function spaces if approved in advance by the Event Reservations Coordinator.
- All decoration plans must be shared with the Event Reservations Coordinator and approved in advance.
 - Decorations, exhibits, or displays must not block or obstruct doorways, hallways, corridors, staircases, and fire exits.
- Clients are permitted to tape items inside the reserved space using approved tape. Approved tapes include masking tape and painter’s tape only.
 - The use of duct tape, packing tape, scotch tape, or push pins for temporary room decorations or flyers/posters, on glass (windows), painted surfaces (walls), or fabric sound panels is strictly prohibited.
- Permanent fixtures of the facility (artwork, signage) must remain untouched by the client.
 - The grand piano in the Midtown space and the Atlantic Theater are considered permanent fixtures that cannot be removed from their spaces. However, if the grand piano is not needed for your reservation in the spaces, you may work with your Event Reservations Coordinator to minimize the impact on your setup.
- The use of candles or having an open flame is prohibited. Exceptions are granted to Georgia Tech Catering for centerpieces and prior approval has been granted.
- The use of adhesive nametags (i.e. "Hi, My Name Is") in any SCEC managed space that is not carpeted is highly discouraged.
- Because of ceiling height and exposed barriers, helium balloons are not permitted in the following spaces:
 - Exhibition Hall Midtown Ballroom
 - Student Center: Atlantic Theater, Cypress Theater, and Tech Rec
 - Paper and Clay Pavilion
 Balloon decorations in these spaces (i.e. arches, columns) must be made from non-helium balloons.
- Helium balloons being utilized in permitted reservable space must be weighted while being transported throughout the facility.



- The use of glitter, sand, and similar textured items is strictly prohibited in all spaces except for in the Paper and Clay Pavilion.
- Smoke and fog machines must be approved by the GT Fire Safety Office. Requests must be submitted directly to the Fire Safety Office via their [online form](#) at least two weeks in advance of the event, and written approval must be provided to your Event Reservation Coordinator.
- General guidelines for vehicle display inside of the Midtown space:
 - All vehicles must be turned off and cooled to less than 100 degrees Fahrenheit before rolling the vehicle inside of the space. The client will be responsible for coordinating the movement of vehicle(s) into the Midtown space. Vehicle(s) are not permitted to be driven into the building.
 - Parking chock blocks (provided by the SCEC Operations team) must be utilized.
 - Vehicles must be free of leaking fluid and fumes.
 - Approval from the GT Fire Safety office via their [online form](#) must be submitted at least two weeks in advance of the event, and written approval must be provided to your Event Reservation Coordinator.
 - Clients wishing to display the Ramblin' Reck for their event may request it directly from the [Ramblin' Reck Club's request form](#).

Event Advertising and Wayfinding

Event promotion/advertising and wayfinding signage must follow the [SCEC Posting Guidelines and Practices](#). There are a variety of equipment options that can be added to your reservation, upon request to your Event Reservation Coordinator, to assist with event wayfinding, including:

- Standing sign holders. Clients must provide their own 11 in. X 17 in. sized prints to be placed in the sign holders. Additionally, the SCEC team can provide the client with a professional-looking template to utilize, if requested.
- Directional arrow signs. Clients should inform their Event Reservations Coordinator with the verbiage on the whiteboard directional arrow sign.
- A-Frame signs. Clients must provide their own 24 in. X 36 in. sized foamboard print to be displayed in the A-Frame sign holder.
- Aluminum easels. Clients must provide their own foamboard print to be displayed. Easels are 5 ft. tall and can display signage from 12 in. up to 24 in. wide.
- Suction cup sign holders. Clients must provide their own 8.5 in. X 11 in. sized prints to be placed in the sign holders intended to be placed outside of meeting spaces on glass storefront windows. Additionally, the SCEC team can provide the client with a professional-looking template to utilize, if requested.

There are limited resources of wayfinding equipment available for clients; equipment must be requested before the event. Pricing for wayfinding equipment can be found on the [SCEC website](#).

Clients may utilize the [Paper & Clay](#) printing service for their event wayfinding signage. The online request form for printing services can be found [here](#).

In addition, clients are permitted to display yard signs in exterior landscapes for event advertising and wayfinding. Clients are responsible for removing all event-related signage at the conclusion of their event.

Violation of Guidelines

The organization, department, or individual reserving space(s) is responsible for damages to the area reserved, including property, furnishings, and/or equipment. Known damage(s) should be reported immediately to the on-site SCEC operations team (Guest Services Manager). If damage(s) should occur, the group, organization or



individual reserving the space(s) shall be held responsible for costs incurred for the repair or replacement of said damaged property, furnishings, or equipment. This includes but is not limited to staffing costs associated with removing event decorations (charged at the hourly rate); excessive cleaning fees for glitter, sand, and removing adhesive name tags (charged at the hourly rate); touch-up paint; removing helium balloons.

Additionally, failure to follow SCEC decoration guidelines could result in the termination of reservation privileges for the hosting group.