

## DECORATIONS

Guests are permitted to decorate facilities when appropriate. The Student Center Operations Manager or his/her designee must approve all decorations. The following guidelines apply:

- The use of duct tape for temporary room decorations on glass or painted surfaces or pins in fabric panels are strictly prohibited. **Masking tape is permitted and available by request from the Student Center Event Services Team.**
- Flyers/posters may not be placed on doors, windows, or walls.
- Permanent artwork must remain on walls.
- The use of candles is strictly prohibited unless used by Georgia Tech Dining as a centerpiece and prior approval has been granted.
- The use of adhesive nametags in the Ballroom, Peachtree Room, Theater, Tech Rec or Paper & Clay is highly discouraged. If nametag removal is necessary, cleaning charges will apply.
- The use of glitter and sand is prohibited in the Student Center facility.
- Smoke and fog machines must be approved by the Institute Fire Marshal. Requests must be submitted at least 3 weeks in advance of the event.

Failure to comply with policies and procedures governing use 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 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, furnishings or equipment.