

Event Services

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STUDENT AFFAIRS
STUDENT ENGAGEMENT
AND CAMPUS LIFE
VIRGINIA TECH.

Decorating Guidelines

Safety Regulations:

- All exits must be free of barricades and exit signs must remain clearly visible. Doors/windows may NOT be covered.
- All paper materials must be flame proofed or fire retardant.
 - Fire Retarding Solution: For every 2 quarts of hot water add 7 oz. Borax and 3 oz. Boric Acid Powder
- Appropriate Student Engagement and Campus Life staff electricians must approve extensive electrical power requests (such as power distribution systems, patch-ins, high-voltage equipment, etc).
- Keep all paper and cloth away from light fixtures and ceiling sprinklers.
- Decorations hanging from the ceiling must be 18" from the ceiling sprinklers.
- Fire extinguisher compartments must be clearly visible.
- Aisles and walkways must be adequate for access and egress.
- Decorations or other material may not be attached to curtains, draperies or air vents.
- Aerial Lifts, 6-foot ladders & scaffolds are available for rental for decorating use inside Squires Student Center, and can be reserved through the Event Services. Proper Environmental Health and Safety Services (EH) training is required and is the sponsor's responsibly to arrange/secure such training. Evidence of sponsor training must be presented prior to equipment use. Setup and removal of scaffolding is to be done by Student Engagement and Campus Life staff.
- Approval to extend decorations to venue doorways or outside the room must be obtained from the Event Services. This approval will be indicated on the event contract and the sponsor will be notified in advance.

Decorative Materials:

- No rolled (bulk) plastic or hay bales can be used.
- Nails, tacks, staples, or other sharp objects may NOT be driven into walls, floors, doors, ceilings or tables.
- Scotch tape, two-sided (carpet) tape, or duct tape cannot be used.
- Gaffer tape is permitted for use within Squires Student Center on the floors. It MUST be purchased through the Event Services and picked up at the Squires Welcome Center on the first date of your reservation.
- Painters tape is permitted for use within Squires Student Center on the walls. It must be purchased independently.
 - NO tape is permitted for use on the walls in Commonwealth Ballroom.
- Adhesive-backed picture hanging devices may not be used.
- No glitter may be used.
- All freestanding decorations must be stable in nature and anchored securely using weights and sandbags.
- Glue may not be used on any surface.
- Any substance to be used on the floors must be pre-approved by the Associate Director of Facilities.
- Sand, gravel, fountains or other "water features" are not permitted without special permission from Student Engagement and Campus Life & EHS.
- Open flames are not permitted in Student Engagement and Campus Life Facilities without an Open Burn Permit approval from EHSS. If candles are desired for use in conjunction with an event, an Open Burn Permit must be completed.
 - Candles may only be used in a container that will catch all wax. Sponsor must keep all areas free of dripping wax.
- All decorations should be painted (if applicable) prior to being brought into the building. If an exception to this policy is desired, permission must be requested in writing to the organization's Event Services Advisor. Please note, however, that the following policy items are non-negotiable:
 - Spray painting is not permitted
 - Floors must be properly protected
 - Only water base paint may be used (no enamel/oil based paint)
 - No flammable liquids may be used (i.e. gasoline, turpentine, etc.)
 - Expenses incurred from damages due to decorating will be the sole responsibility of the sponsor
 - Examples include damage to walls for use of improper adhesives, damage to flooring from props/paint, etc.

Commonwealth Ballroom Guidelines:

- Set building inside the ballroom is prohibited.
 - This includes painting, sawing, sanding, applying putty, glue, or any other means of constructing a decorative or functional piece of scenery in the ballroom.
 - Completed sets/scenery can be brought into the space in pieces and assembled with screws/bolts only. No screws/bolts/fasteners/etc. can be on bottom edges or positioned against the floor or any wall in the room.
 - Affixing or adhering items to the floor is prohibited.

- All pieces must be carried and/or rolled on carts, dollies, etc. and set into place. Dragging of items across any surfaces is prohibited.
- If assembly work is to be completed, this will need to be scheduled as part of reservation.
 - Please make sure all component pieces can fit through the doorway.
 - All work must take place on canvas tarps or carpet squares (provided by event sponsor).
 - Prior to commencing any assembly work, sponsor will have a walkthrough with a member of SECL staff to check for damages.
 - Before leaving the space, sponsor will need to have a follow-up walkthrough with staff to assess damages.
 - Any damages found will be charged to the sponsor that has the space reserved.
- Ceiling tiles and the ceiling grid cannot be decorated, altered, or removed.
- All inflatables, novelties, set pieces, etc. brought into the space must be no higher than 18" from the ceiling height. Size of this equipment will be requested during the Event Services process.
- Events that could cause damage to the ballroom, such as dodgeball, roller skating, etc. are not permitted.
 - Exemptions can be requested through the Event Services
- Whenever barricades are needed for an event, a heavy duty mat or floor covering must be placed under the barricade. Any point of contact the barricade has with the floor must be covered by this pad.

Theatrical Set Design, Expensive Decorations, and/or "High-Risk" Setups

Diagrams/Plans for Theatrical Set Design, Extensive Decorations and/or "High-Risk" Setups must be submitted to the Event Services a minimum of 30 days prior to the event for initiation of the appropriate approval process. Those diagrams/plans not submitted by the 30-day deadline risk denial of or adaptations to the proposed plan.

Removal of Decorations:

All decorations (including tape, hooks, etc.) must be removed at the conclusion of the contracted time. Additional cleaning of and/or repair to reserved venue resulting from the removal of stated materials will result in additional charges to sponsor. Student Engagement and Campus Life assumes no responsibility for materials left in spaces after the reservation period concludes.