

# David B. Haight Alumni Center

## Decorating and Safety Rules

The following guidelines are given to ensure safety and to assist in proper planning for decorating the Alumni Center. Your complete cooperation is needed. If you have any questions, please contact the Alumni Center at 435-797-2055.

### Fire regulations:

1. All exits must be free of barricades, and exit signs must remain clearly visible.
2. All paper and cloth must be kept free from light fixtures.
3. Fire extinguisher compartments must be clearly visible.
4. Nothing shall be hung on or attached to ceiling sprinkler heads.
5. No candles, open flame, or devices are allowed.

### Decorating regulations:

1. Nails, tacks, staples, or other sharp objects are not to be driven into walls, floors doors, ceilings, or tables.
2. Decorations must not be attached to curtains, draperies, or air vents.
3. Masking tape, Scotch tape, two-sided (carpet) tape, or duct tape cannot be used. 3M Command strips are recommended.
4. All free-standing decorations must be stable and anchored securely.
5. Glue is not to be used on any surface.
6. Following are not permitted:
  - A. Hay; straw; leaves; cornstalks; or any other flammable material;
  - B. Sand, gravel, or rice.
  - C. Glitter
  - D. Spray paint
  - E. Gasoline or any other flammable liquid
7. All decorations shall be painted prior to being brought into the building.
8. Vinyl lettering is approved for window use only, and must be removed at the conclusion of the contracted time.
9. All decorations must be removed at the conclusion of the contracted time. Additional cleaning and/or repair may result in additional charges to User. The Alumni Center assumes no responsibility for materials left after the reservation period concludes.

The Alumni Center is open as follow:

Monday— Friday	= 8:00 a.m. to 5:00 p.m.
Saturday	= Building Closed
Sunday	= Building Closed
Holiday	= Building Closed

If you need access to the inside of the building after business hours there will be a fee charged for a staff person to be available and open the building.

By signing, this states that **YOU** understand all Alumni policies and that you will adhere to them with your decorating.

Utah State University/Alumni Center

User

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_