



Decorations

While recognizing the need for decorations at some events, the following regulations have been established in keeping with Central Washington University Policy, Fire Safety, and facility maintenance considerations:

Taping materials to walls, woodwork, brick, or other building surfaces is strictly prohibited. When removed, tape damages paint, causes surface deteriorations or leaves behind residue. Violation of this policy will result in cleaning and repair fines.

Nails, tacks and staples are not permitted for general use on building surfaces. Tacks and staples should be used on surfaces approved for posting only.

Decorations must not block or limit access to doors, fire extinguishers, fire sprinklers, or manual pull stations. Decorations may not be hung from light fixtures or fire sprinklers.

Decorative paper materials, stage props, draping, etc. must be flame retardant and meet City of Ellensburg and Central Washington University Policy.

Open flames or any type are strictly prohibited. [The only candles allowed must be in water and not exceed 2 inches in height.] Any exceptions or small candles must be approved by Student Union Operations & Scheduling Services office 509.963.1321.

Banners usually require special handling and reservations. Contact Student Union Operations & Scheduling Services office 509.963.1321 at least two weeks advanced to obtain a copy of the banner policies and procedures.

Please make prior arrangement with the Student Union Operations & Scheduling Services office 509.963.1321 to help meet your decorations goals. We have many items on hand such as bulletin boards and easels to assist with your signs and decorations without violating building policy.