

Use of University Facilities Policy
FA-PO-1209
Decorating Restrictions

- Flammable liquids are prohibited. (i.e. oil lanterns, spray paint, gasoline, etc.)
- Helium tanks are permitted but must be stored in a secure location. Stored tanks must be secured in a manner that insures it remains in an upright position.
- Decorations may not hang from ceilings or light fixtures.
- Windows cannot be blocked or covered and doorways must remain free of materials/decorations.
- Smoke detectors and Exit signs must remain free of material/decorations.
- Heating units may not be blocked, covered or decorated.
- All surfaces, to include doors and walls, are limited to 10% coverage.
- No tacks, nails or screws of any kind can be utilized.
- No duct, packing, scotch or electrical tape can be utilized.
- No dried vegetation may be used (includes hay, bamboo, dead trees, straw, leaves, etc.). Live potted plants and artificial plants are permitted.
- Small strand lights are permitted.
- Light strands utilized as an extension cord is prohibited.
- One hundred lights are the allowable limit.
- LED lights are recommended. The "UL" tag must remain attached to the cord.
- Lights atop other materials/decorations are prohibited.
- Confetti and/or glitter are prohibited.
- Electrical or other cords that create a tripping hazard are not allowed.