



## Room & Facility Decorations

- All decorating must be done during permitted rental time. Please account for setup and cleanup time when making a reservation.
- Reservations are made for the **rooms only**. Decorations are not permitted outside or in common areas of the facility.
  - Upon request, lobby furniture may be moved to accommodate rental needs.
  - Easels, signs, etc. may be permitted in lobby area directly outside of room with advance notice and permission from staff.
  - The Community & Event Center is a public space. Outside users may utilize common spaces within the facility (lobby, restrooms, etc.) during the time of your reservation.
- No decorations are permitted to be hung from the ceiling.
- No nails, tacks, or items that may damage the walls and/or paint are permitted. If needed, painters tape may be used to hang items on walls.
  - Easels are available upon request, free of charge.
- Glitter, slime, or other hard to clean substances are not permitted. Candles and/or open flames are also not permitted.