

# USU Botanical Center

## Decorating and Safety Rules

The following guidelines are given to ensure safety and to assist in proper planning for decorating the USUBC. Your complete cooperation is needed. If you have any questions, please contact the USUBC at 801-544-3089.

### 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 tape, or duct tape cannot be used. 3M Command strips are recommended.
4. All free-standing decorations must be stable and anchored securely.
5. Staking of any kind is only permitted after speaking with a landscape staff member. Irrigation lines can be severely damaged by tent stakes, lawn stakes, etc.
6. Glue is not to be used on any surface.
7. 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
  - f. Animal feed of any kind, including bird seed
8. All decorations shall be painted prior to being brought into the building.
9. Vinyl lettering is approved for window use only, and must be removed at the conclusion of the contracted time.
10. 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 USU Botanical Center assumes no responsibility for materials left after the reservation period concludes.

### The Utah House is open as follows:

Monday-Friday = 1:00pm to 5:00pm

Saturdays, Sundays and Holidays = 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 to open the building.

By signing, this states that you understand and will adhere to all USUBC policies while decorating and using the facilities.

USU Botanical Center

User

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

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

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

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