



## **NMSU Decorating Policy**

### **Corbett Center, Stan Fulton University Club, and Golf Course Banquet Facilities**

- A. Facility access for decorating and clean up must be approved by Conference Services in advance for each event. Please refer to reservation confirmation for specified times. These times must be adhered to. Access to the room, other than agreed upon times, will not be allowed.
- B. For your safety, decorating must be done from the ladders. Items such as chairs, tables, etc. should not be used. Ladders and other needed equipment for decorating must be requested in advance (not on the decoration day.)
- C. Emergency exits and service doors must not be blocked with any decorations, equipment, or chairs.
- D. Painters tape (blue) or removable poster mounts (magic mounts, 3m brands) are the only acceptable fastening material to be used on walls. Nails, tacks, other types of tape, screws, or staples must not be used to fasten decorations to the walls, doors, curtains, glass or any other part of the facility.
- E. Decorations, banners, or other items, must not be attached to, or suspended from any ceiling, doors or windows without prior notification and approval. **(Attaching or suspending any item from the Corbett Center Ballroom acoustic cloth wall paneling is strictly prohibited).**
- F. Caution in the use of helium and other flammable material is essential. Fire codes prohibit the use of hay, straw, cornstalks, or other dry tinder in the building.
- G. Use of paint or aerosol spray products is prohibited.
- H. **Candles are prohibited (lit or unlit).**
- I. Glitter, confetti, rice, flower petals, and other hard to clean materials are prohibited.
- J. Large containers of water or fountains are prohibited without prior notification and approval.
- K. "Light Show" projectors and similar equipment using any type of liquid are prohibited.
- L. All equipment, supplies, and decorations brought into the facility shall be removed immediately following the event. University staff is not responsible for equipment or supplies left behind following an event.
- M. General cleaning of facilities is the responsibility of the facility staff. If excessive cleaning is required in the facility after the event, a cleanup fee will be charged to the customer following the event. This includes trash not deposited into trash receptacles; decorations not disposed of or removed; cleaning due to excessive spilled food, beverages, or other hard to remove items from the carpet.
- N. The Customer is responsible for the actions of their guests, staff, and contractors (caterers, decorators, and entertainers).
- O. A credit card number (or Index number) may be required from Customer with authorization to charge excessive cleanup fees or damages after the event should they occur. The Customer will receive a courtesy notification.

CC Type: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ Name on Card: \_\_\_\_\_

**Please contact Conference Services with questions concerning the above policy**