

SECTION 12

DECORATIONS AND EQUIPMENT

- **Do not affix anything to painted surfaces or to windows/door glass.** Any club or department that damages paint, glass, etc. is responsible for the cost of cleanup or repair. Complete information can be found in the Posting Policy. (Section 19)
- **No Glitter.** If glitter is used, there will be an additional cleanup cost.
- **Stage and Platform and Stage:** All temporary stages are subject to inspection by Environmental Health & Safety (EH&S). Notify safety@uttyler.edu as early as possible when the off-campus setup team will be onsite so they can inspect the stage setup. Lack of proper staging is a reason to shut down an event. All costs caused by such closing are to be paid by the group hosting the event. An indoor stage must be on a type that does not damage the floor's surface.
- **Dance Floors:** It is mandatory for a dance floor to be used for dances at the Alumni House. The dance floor must be of a type that does not damage the floor's surface. If using the University Center's dance floor, it can be requested from University Center Administration by adding this request into the Additional Notes section of the UC Event Request Form in [Astra](#).
- **Pipe and Drape:** While pipe and drape are allowed, all setups are subject to inspection and approval by EH&S. They need to be notified at safety@uttyler.edu when to be onsite for the pipe and drape setup. If the setup violates any fire codes, instructions will be given on how to achieve compliance with codes. Refusal to comply with fire code is reason to shut down an event. All costs caused by such closing shall be paid by the group hosting the event.
- **Per Fire Codes NFPA 1 and 101**
 - No open flames, candles, or incense are allowed in any building.
 - Decorations and equipment, including "pipe and drape" must not directly cover or obstruct the view or function of any fire alarm notification devices, fire alarm pulls, sprinkler heads, or exit signs.
 - Decorations must not block or obscure any egress pathway, corridor, stairway, or doors.
 - Decorations must not cross doorways or walkways in a way that will create a tripping hazard.
 - Equipment cords that run across the floor must be taped down so as not to create a tripping hazard. If tape cannot be used, cable protectors must be used.
 - All drapery-style decorations must comply with NFPA 701 fire ratings.
- **Mechanical Games/Rides/Experiences:** Mechanical rides/games/experiences (e.g., zip line, carnival rides) may be allowed on campus at the discretion of the Office of Facilities Management, Risk Management, and EH&S. Rides must bear a current Texas Department of Insurance compliance sticker. Rides that do not bear this sticker will not be allowed to set up on campus.
- **Fireworks/Pyrotechnics on University Property:** The sale of fireworks on university property is forbidden. The possession and/or use of fireworks on university property is forbidden without prior approval from Student Success.

Use of laser lighting equipment before, during, or after an event must be first approved as to the equipment and use in writing by the State Health Department, Occupational Safety and Radiation Division, and the Director of EH&S. This condition applies not only to the type of equipment utilized but also to the way it is used. The use of devices that are of an explosive or flammable nature must also have prior written approval from the Director of EH&S.

- **Shoe Policy for Varsity Basketball Court:** Only non-marking rubber soled shoes are allowed on the Herrington Patriot Center varsity, recreational, and racquetball courts. Hard soled shoes and high heels will damage the floor and are not permitted. You or your club/institution will be responsible for any or all damage that occurs.