

RIVERFRONT COMMUNITY CENTER USE OF DECORATIONS POLICY

1. Only mounting clay can be used on painted or wallpapered surfaces including walls, window frames, doors, etc. Use of tape, thumbtacks or nails is strictly prohibited.
2. Items may not be attached to ceilings due to the complexity of the ceiling tiles, lights and sprinkler system unless previously approved by the Facilities Supervisor and done by professional event staff.
3. Due to fire hazards, all open flames (table candles, etc.) must be enclosed. All candles, sterno candle lamps, etc. that will be ignited must be done so by an individual over the age of 18. *(Building Users are encouraged to use battery operated candles).*
4. When using sternos, linen tablecloths are required on tables.
5. No fire exit may be blocked by any decoration, table, chair, platform, etc.
6. Balloons may be used in the public areas of the facility. However, all balloons and ribbon/string must be removed at the end of the event.
7. The use of confetti is prohibited.
8. The use of a Fog Machine is prohibited.
9. Rice may not be thrown in or around the facility; however birdseed may be used outside on grass areas only, not on the patio.
10. All decorations and mounting materials must be removed in their entirety at the end of usage of the facility. *(Only mounting clay can be used on painted or wallpapered surfaces including walls, window frames, doors, etc. Mounting materials which would harm the facility are not allowed.)*
11. String lighting and/or any other decoration(s) that must be plugged in must be previously approved by the Building Coordinator, Facilities Supervisor and/or Custodian. *(Building Users are encouraged to use battery operated string lighting and decorating devices.)*
12. Building Users shall not use tape of any kind to “tape down”/secure cords for amplifiers, sound system, etc. See Custodian for assistance in these matters.
13. Should the Building User need a large banner hung, or decorations that require use of a ladder by non-professional decorating staff, an RCC Custodian will assist at an additional cost. This must be pre-arranged with the Building Coordinator 10 business days prior to the event.