

While recognizing the need for decorations and furnishings at events in the Husky Union Building (HUB), the following regulations have been established in keeping with UW Fire Safety, Environmental Health & Safety and facility maintenance considerations.

## Decorations:

- ❖ Taping, gluing, or tacking materials to walls or any other surface is strictly prohibited. When removed, these adhesives damage paint and cause surface deterioration. Any items taped or adhered will be removed and a \$15 fee per posting plus any damage costs may be charged to your group.
- ❖ Nails, tacks and staples are not permitted for general use on building surfaces. Tacks & staples should only be used on surfaces such as bulletin/cork boards approved for posting (present in most rooms).
- ❖ Decorations must not block or limit access to doors, fire extinguishers or manual pull stations. Decorations may not be hung from light fixtures, sprinklers or ceilings at any time.
- ❖ All decorative materials must be flame retardant and meet City of Seattle and UW fire code specifications. Unprotected, open flames of any kind are strictly prohibited.
  - If candles are used, the flames must be surrounded by a glass bulb or chimney. The fixtures must be approved by a Fire Protection Officer from the Environmental Health & Safety Office.
- ❖ The HUB does not provide linens or skirting for Banquet Rounds or Refreshment Tables, please contact your Caterer for these items.
- ❖ Please make prior arrangements with HUB Event Services staff to meet your decoration goals. We can assist you with your decorations plan.
- ❖ Decorations or effects involving flame, water or smoke/fog/bubble or glitter machines are strictly prohibited.

## Set Up:

- ❖ Moving furniture within rooms, or from one room to another, is not permitted and will incur additional charges. Damages resulting from misuse of furniture or additional labor required will be charged to you.
- ❖ All aisles leading to exit doors must be kept clear and unobstructed at all times. Fire exit doors may not be fastened or propped open at any times.

## Equipment:

- ❖ All audio-visual equipment & furnishing services must be coordinated through our office. No off-campus audio-visual companies may be used without HUB Event Services' approval. Decorator, Light and Sound contractors are also subject to approval from our office. All AV and decoration plans are required in written format prior to your event.
- ❖ Audio-visual equipment ordered with less than 3 days notice is subject to a \$10 late fee.
- ❖ Audio-visual equipment canceled with less than 3 days notice will still be charged to your event.
- ❖ Published rental rates may differ from the rates on your confirmation depending on availability & source.

Please feel free to contact us anytime if we can be of assistance.