



**SEATTLE
UNIVERSITY**

Conference and Event Services

Seattle University

901 12th Avenue

Seattle, WA 98122

Phone: (206) 296-5620 | Fax: (206) 296-2545

SEATTLE UNIVERSITY DECORATION POLICY

The following policy information pertains to the decoration of Seattle University event spaces. **Please read carefully.** All information referring to “Organization” includes any group or individual renting or using the space at Seattle University. This includes student groups, campus departments, and individuals, and off campus individuals, groups or organizations. Please contact the Conference & Event Services Office at (206) 296-5620 if you have any further questions.

DECORATION & USAGE:

The Organization will complete an initial walkthrough with a member of the Conference & Event Services (CES) staff in order to be made familiar with the proper use of the facility. Pre-existing damages will be noted on the event space Checklist. The Organization may not add, remove or relocate any furniture and/or equipment in the event space. All changes to event layout must be directed through a member of CES staff in order to be approved. In some cases, changes may not be made.

Decorations being used in the space may **only** be secured using **painters tape** which must be provided by the Organization. Tacks, staples, glue, scotch tape, gaffers tape, nails or any other device(s) that may puncture walls, woodwork, tables/chairs or staging may NOT be used at any time. No painting of any kind is allowed within the event space. Any painted/glued items must be dry before arriving in the event space. Glitter, confetti, helium balloons, silly string and/or fog or smoke machines may not be used in the event space at any time. Nothing may be attached to the drapes, blinds, blind mechanisms or ceilings (only to windows, walls, or window frames). Any loose cords or wires lying on the floor must be taped down using gaffers tape. The Organization must remain safety conscious at all times and take any actions necessary to prevent injury through decorations.

The Organization will clear any items brought in for the event. All decorations and paper products (event programs, paper table covering, posters, streamers, etc.) must be removed and placed in the provided trash receptacles. Clean up must begin immediately following the event, unless prior arrangements have been made with CES. All painters tape used to attach decorations and program supplies must be removed from walls, furniture, floors, etc. by the Organization. Extra trash liners are available if needed. Seattle University staff will remove and store the event space furniture, and clean the floors. The Organization is asked to be safety conscious and wipe up spills when they occur. A mop, bucket, broom and dustpan are available in the kitchen.

The Organization agrees to assume full financial responsibility for any loss, damage, or cleaning beyond reasonable wear and use. Willful damage and/or excessive wear and tear as determined by Conference & Event Services, or accidental damage, will be brought to the Organization’s attention as soon as it is determined; whenever possible, actual repair/replacement costs will be quoted.