



Policies and Procedures Manual

Title: Hogan Center - Signage and Decoration Policy
Policy Administrator: Director of Conference Services and Hogan Center
Effective Date: Jan-04-2010
Approved by: Director of Auxiliary Services

Purpose:

This document is intended to inform clients of the Conference Services Department of the policies regarding the use of decorations for events within the Hogan Campus Center and regarding flyers and signage posted within the building.

Policy:

1.0 Decorations

Decorations for events are allowed in the Ballroom and within other function spaces under the following conditions:

- 1.1** Decorations must be flame proof.
- 1.2** Decorations cannot be affixed to surfaces with any nails or tacks.
- 1.3** Decorations cannot be taped to wood or fabric surfaces.
- 1.4** Decorations can be taped to metal and glass surfaces.

2.0 Flyers, Signs and Posters

2.1 No flyers, signs or posters are to be placed on windows or walls within the Hogan Campus Center.

2.2 All flyers, signs and posters must be approved by the Student Programs and Involvement Office located in Hogan room 229 and placed on bulletin boards on either the basement or 1st floor levels of the Hogan Campus Center.

2.3 No flyers, signs or posters are to be posted in the building that advertise events at off campus liquor establishments.

2.4 Railings on the 1st floor stairwell atrium area are reserved for Student Programs and Involvement use only.

3.0 Removal of all items

The organization or group booking the facilities is responsible for removal of all decorations, signs, props, exhibits or like articles. A service charge will be made by the Conference Services Office if items are not removed by the designated time.

Forms:

Title
Title

Related Information:

Title
Title

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