

**Decoration and Special Event Policies
Perry Field House (PFH)
Bowling Green State University**

1. Fire regulations: In planning and setting up decorations, the sponsor/rental group must comply with the following BGSU and state fire regulations.
 - a. All decorating materials used must be fireproofed or fire retardant.
 - b. No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways or exit routes. All exits must be free of barricades.
 - c. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights and audible fire signals/strobe lights cannot be decorated or covered or obstructed in any way.
 - d. Any use of, or request for extensive electrical power must be approved by the Perry Field House professional staff.
 - e. Caution must be taken to keep all paper or cloth free from light fixtures.
 - f. Straw, hay, leaves, corn shocks, dry vegetation, water, sand, or gravel can not be used in decorations in any part of the building.
 - g. Live or cut trees are not permitted in University buildings.
 - h. The use of candles, incense, lanterns, oil lamps, and other devices with open flame are prohibited.
2. No nails, screws, hooks, etc. may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as 'floor tape', and approved by PFH professional staff. With advance notice, floor tape will be provided upon request, for a minimal fee. Regular masking, box, athletic, duct tape, etc., is not permitted on any floor surface or painted wall/ceiling, without PFH professional staff approval.
3. No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the painted walls, ceiling, drapes, floor, tables, without PFH professional staff approval.
4. Any freestanding decorations, i.e. panels, must be stable in nature and light weight in construction.
5. Any decorative lights used inside the building must be 'miniature' types.
6. No glitter, confetti (plastic or paper), "icicles", feather boas, or similar materials may be used.
7. Helium balloons and smoke machines (or similar devices emitting visible gas vapors) may not be used in the Turf or Track Rooms due to the smoke and fire detections systems and entanglement in cables.
8. Painting is prohibited. Everything must be painted prior to being brought into the building.

NOTE: Though construction of decorations (carpentry) is not restricted, all organizations are expected to work with caution and care to assure that the area is not damaged in any way.
9. None of the windows in the Perry Field House may be covered with paper, paint, or other materials. An exception is given for Sic Sic in the use of their spirit posters.
10. Decorating plans not addressed within this policy should be reviewed by the PFH professional staff prior to the event.
11. Violation of any of these policies may result in suspension of facility reservation privileges for the semester. Additionally, any damage done will be repaired by the Perry Field House, and the sponsor will be billed for all costs incurred.