



DECORATIONS

While recognizing the need for decorations at some 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:

- ✓ Taping materials to walls, woodwork or other building surfaces is strictly prohibited. When removed, tape damages paint and causes surface deterioration.
- ✓ Nails, tacks, and staples are not permitted for general use on building surfaces. Tacks and staples should only be used on surfaces approved for posting (available in most of our rooms).
- ✓ Decorations must not block or limit access to doors, fire extinguishers, fire sprinklers, or manual pull stations. Decorations may not be hung from light fixtures or fire sprinklers.
- ✓ Decorative paper materials, stage props, draping, etc. must be flame retardant and meet City of Seattle and U.W. fire code specifications.
- ✓ Unprotected, open flames of any type are strictly prohibited. (If candles are to be used, they must be surrounded by a glass bulb or chimney with only a hole at the top to allow for lighting and exhaust.) The Fire Protection Officer in the Environmental health & Safety Office must approve the use of encapsulated candles.
- ✓ The HUB does not carry Linens for Banquet Rounds or Refreshment Tables, please see your Caterer for these items.
- ✓ Banners usually require special handling. Contact our office at least one week in advance to get a copy of the banner information sheet and procedure.
- ✓ Please make prior arrangements with HUB Event Services Staff to meet your decoration goals. We have many items on hand such as bulletin boards and easels to assist with your signs and decorations without violating building policy.

