
DECORATIONS

Guests are permitted to decorate spaces they reserve when appropriate. The Student Center Reservation & Events Coordinator or his/ her designee must approve all decorations. The following guidelines apply:

- The use of duct tape for temporary room decorations on glass or painted surfaces or pins in fabric panels are strictly prohibited. Masking tape and painter's tape is permitted and available by request from the Student Center Event Services Team.
- Flyer/ posters may not be placed on door, windows, or walls. Sign holders can be added to reservation.
- Permanent artwork must remain on walls.
- The use of candles is strictly prohibited unless used by Georgia Tech Dining as a centerpiece and prior approval has been granted.
- The use of adhesive nametags in Midtown II, Midtown V, and WVDC Classrooms is highly discouraged. If nametag removal is necessary, cleaning charges will apply.
- Balloons are not permitted within the Exhibition Hall Midtown II and V spaces.
- The use of glitter and sand is prohibited in the Exhibition Hall and West Village Dining Commons facility.
- Smoke and fog machines must be approved by the Institute Fire Marshal. Requests must be submitted at least three weeks in advance of the event.

Failure to comply with policies and procedures governing use could result in the denial of future reservation requests and damage charges.

Damage

The group, organization or individual reserving the space or facility is responsible for any damage to the area reserved, including property, furnishings, and/ or equipment. If damage should occur, the group, organization or individual reserving the space or facilities shall be held responsible for costs incurred and the repair or replacement of said damaged property, furnishings, or equipment.