

Appendix C.

HENDERSON CIVIC CENTER DECORATION POLICY

- 1) Staples and nails are not permitted for attaching decorations. These items are also not permitted on the moveable partition walls. No glue of any kind is permitted. All hanging decorations will require approval of the Director before hanging.
- 2) Throwing rice, bird seed, and confetti inside the Center is prohibited.
- 3) All tables shall be covered when food is served.
- 4) All balloons shall be weighted.
- 5) No signs, placards or other advertisements are permitted on Civic Center property, except those required by law or directional or informational signs placed by Civic Center staff or that have been approved by the staff.
- 6) Exits cannot be blocked or obstructed in anyway. If walls around an exit door are decorated the doors must be of a contrasting color.
- 7) Hallways may not be blocked or obstructed in any manner.
- 8) Fire extinguishers must be visible and accessible at all times.
- 9) Exit signs and/or emergency light must remain visible and accessible at all times.
- 10) Decoration materials must be comprised of non-combustible materials. Flame resistant materials shall not exceed 10% of the aggregate area of walls and ceilings. All decorations must be approved by the Civic Center Manager and/or Fire Marshal. Lessee shall be responsible for providing written specifications for all decoration material prior to installation.
- 11) Open flame devices shall not be used except where necessary for ceremonial or religious purposes or where candles on tables are securely supported on substantial non-combustible bases and the candle flames are protected (enclosed). No open flame will be allowed.
- 12) Extension cords must be UL rated heavy-duty cords of sufficient size to accommodate electrical load. Cords cannot be placed under carpets or in high traffic areas where they may be subject to physical damage or become trip hazards to patrons.
- 13) Each room of the center has a maximum occupant load and these occupancy requirements shall not be exceeded.
- 14) Fireworks are prohibited. (this includes sparklers)
- 15) The fire lanes around the center shall not be obstructed at any time.
- 16) Outside decorations must be taken down in a timely manner by the lessee after the event is held.
- 17) Nothing may be attached to the ceiling.
- 18) NEVER under any circumstance will you be allowed to move the stage. If the stage is moved, even slightly, from where it was set up by Civic Center staff a portion of your deposit will be retained.
- 19) All decorations in the lobby must be free standing. Nothing may be attached to the brick, walls or ceiling in the lobby.
- 20) No fog machines will be allowed inside the Civic Center.
- 21) Liquid or gas fueled vehicles, boats, or other motorcraft shall not be located indoors except as follows:
 - a) Batteries are disconnected.
 - b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons.
 - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
 - d) Vehicles, boats, or other motorcraft equipment are not fueled or defueled within the center.

The Lessee is responsible for the cleanup of the facilities after use. All facilities are to be returned in the same clean condition in which it was received. All trash shall be removed immediately after the event to the outside dumpsters. All surfaces clean: floors, tables, chairs, counters and walls. Parking area, restrooms, concourse and rear loading area should not show evidence of event. All items borrowed must be returned to facility staff. **If clean-up is not performed adequately the lessee's deposit may be retained.**

Date _____ (X) _____
Lessee / Agent

Date _____ X) _____
Civic Center Director