

## Decoration Guidelines



- Decorations may not be fastened to the walls of the event space with thumb tacks, nails, or staples. Masking tape is permitted but must be removed at the conclusion of the event.
- Candles are not permitted.
- The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited. If you have a question or would like to check on an exception for special circumstance you must check with [aec@ttuhsc.edu](mailto:aec@ttuhsc.edu) before the event.
- Immediately following the completion of the event, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. Anything left behind will be thrown away. If you need to leave anything for vendors to remove the next business day you may be charged for an additional day for using the venue.
- When in doubt about acceptable decorations, users must consult with AEC staff at [aec@ttuhsc.edu](mailto:aec@ttuhsc.edu). Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair may be assessed against user.