

Folsom Community Center/Robert H. Miller III Rotary Clubhouse

Office: (916) 461-6620 Fax: (916) 351-3522

Decoration Plan

Name: _____ Event Date: _____

Facility/Room: _____ Decoration Contact/Phone: _____

The following guidelines are provided to assist you in planning the decorations for your event. Please read over these items carefully and complete the form below. Please submit this form no later than **7 days** prior to your event.

- ✓ Glitter, confetti, rice, birdseed, straw, and sand are not permitted.
- ✓ Nails, tacks, staples, pins, adhesive putty, and all tape, except for blue painter's masking tape, are not permitted to be used on any surface of the building, floors or furniture.
- ✓ Candles must be completely enclosed in a glass or non-flammable holder with wick no less than one inch below the rim of the enclosure.
- ✓ Decorations cannot be affixed to the stage curtains or drapes.
- ✓ Decorations, and any type of wire or cord may not be hung, tied, or draped on any light fixture inside or outside the facility.
- ✓ All building exits and exit lobbies must remain clear and cannot be blocked or used for storage.
- ✓ Fog machines and hazers are not permitted. **False fire alarms caused by fog machines/hazers or by any negligence on behalf of the rental party will result in a \$400 charge for reimbursement of a fire department response.**
- ✓ All decorations must be removed from the facility immediately after the event. No exceptions.

Please briefly describe your decorations for the following areas. If attaching any items such as banners or posters to the walls, etc. please describe the method of attachment.

Dining Tables: _____

Walls: _____

Stage: _____

Lobbies: _____

Other: _____

Event Holder Signature: _____ Date: _____

Community Center: Approved / Not Approved: Int: _____ Comments: _____

