

# Love Civic Center Decoration Policy

- 1) Nothing may be attached to the curtains, floors, doors or ceilings of any room of the center without approval by LCC management. Under no circumstance may anything be attached to painted walls. Only tape approved by LCC staff may be used to attach to any facility surface or LCC property.
- 2) Use of Ferns, hay, glitter, confetti, sequins, handheld candles or artificial snow is prohibited.
- 3) Throwing of any material inside LCC is prohibited unless approved by LCC management. Only biodegradable or items safely consumed by animals (e.g. birdseed) may be thrown on LCC property.
- 4) All tables shall be covered when food is served.
- 5) All helium filled balloons shall be weighted. Any helium filled balloon, accidentally or otherwise, released inside the facility may be considered a violation of this item.

Violation of items 1- 5 will be subject to automatic \$50 deposit retention.

- 6) No signs, placards or other advertisements are permitted on LCC property without permission of LCC staff, except those required by law, or directional or informational signs placed by LCC staff.
- 7) Exits cannot be blocked, locked, or obstructed in any way. If walls around an exit door are decorated the doors must be of a contrasting color.
- 8) Hallways may not be blocked or obstructed by Lessee in any manner.
- 9) Fire extinguishers and AEDs must be visible and accessible at all times.
- 10) Exit signs and or emergency lighting must remain visible and accessible at all times.
- 11) Decoration materials must be comprised of non-combustible or flame resistant materials. Flame resistant materials shall not exceed 10% of the aggregate area of walls and ceilings. All decorations must be approved by the LCC management and or the Paris Fire Department. Lessee shall be responsible for providing written specifications for all decoration material prior to installation.
- 12) Extension cords must be UL rated heavy-duty cords of sufficient size to accommodate anticipated electrical load. Extension 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) Use of glass bottles for drink service to attendees is prohibited. Beverages may be dispensed from glass bottles, at designated drink service locations only (e.g. bar or concession stand), but must be served in containers other than glass bottles.
- 15) Fireworks are prohibited.
- 16) Any pyrotechnics must be approved in advance by LCC management and the Fire Marshal of the City of Paris and may only be used by properly trained and licensed companies and individuals.
- 17) The fire lanes around the center shall not be obstructed at any time.
- 18) Liquid or petroleum fueled vehicles, boats, or other motor craft shall not be located indoors unless approved by staff and under the following conditions:
  - a) Batteries are disconnected.
  - b) Fuel in fuel tanks does not exceed one-quarter tank or 5 gallons, whichever is less.
  - c) Fuel tanks and fill openings are closed and sealed to prevent tampering.
  - d) Vehicles, boats, or other motor craft equipment are not fueled or defueled within the center.