



Date Approved: March 6, 2017

Approved By: Bethel Lutheran Church Council

Title: Decorating Policy

Purpose: In order to provide for the safety of people gathering in our facilities and to preserve the aesthetics of our property we have developed these guidelines for event decorating. These guidelines should be used in conjunction with the Facilities Use Policy and Facilities Use Agreement.

General Guidelines:

- All rooms in the church building can be decorated according to guidelines except as noted below:
- The vestibule and narthex cannot be decorated for private/personal events. Special decorating for funerals, Christmas, Easter or other religious events is allowed.
- The sanctuary cannot be decorated for any event other than religious holidays or services such as weddings or funerals. (Decorating guidelines in the wedding and funeral policies apply.)
- No decorations, banners or other items may be attached to the outside walls of the facilities with the exception of Christmas wreaths.

Fire safety guidelines:

- Decorations cannot impede traffic flow nor obstruct entrances, exits or cover signage.
- Decorations must meet fire code.
- Free standing decorations cannot be within 24 inches of sprinkler heads or within 18 inches of the ceiling.
- Decorations cannot be hung from sprinkler heads or associated piping
- Decorations cannot be placed near electrical equipment or other heat sources
- No lit candles, open flames or spark producing devices are allowed, except for worship services.
- All decorative lights, extensions cords, power strips or other electrical devices must be UL approved and in good condition. No more than 3 stands for lights can be strung together.
- No paper lanterns unless they are not illuminated in any way.

Decorating guidelines:

- No scotch tape on wall surfaces. Absolutely no nails, thumbtacks, screws, staples, paint, markers or glue are allowed.
- No, loose marbles, confetti, glitter, rice, birdseed, stickers or silly string are allowed.
- Flowers must be arranged before being brought into the building unless special floor covering is used to prevent staining and slipping. No straw, hay bales, vegetation or decorative plant materials, such as berries, can be used.
- Animals are not allowed (other than service dogs).
- No masking or duct tape on any surfaces.
- Fountain and/or buckets, tubs or pools of water are not approved for interior use.
- No objects can be hung from or put on or in the ceiling.
- Curtains, draperies, hangings, banners and fabric flags cannot be suspended from walls or windows.
- Wall decorations such as posters cannot cover more than 25% of the room's total wall space. We recommend that Scotch™ Removable Mounting Putty or gaffers tape be used to place items on the walls.
- In general decorations should be either free standing or set on tables. No decorative items or their supports may be attached to or supported by the original furniture, art or architectural elements.
- Existing decorations may not be moved, altered, adjusted or removed without prior written permission.
- Materials providing smoke, mist, fog or other potentially hazardous conditions are prohibited.

Administration:

- All monetary charges incurred to repair damages caused by failure to follow these guidelines will be the responsibility of the person in charge of the event.
- All staff members have the authority to initially deny the use of decorations that do not fall within the guidelines outlined above.
- Any request to deviate from, or to reverse an initial denial, must be presented in writing to the Board of Trustees and final authority on decorating rests with the decision of the Board of Trustees.

Acknowledgement:

I have read all the guidelines and terms of this document and agree to abide by them when decorating for an event at Bethel Lutheran

Signature and date

