

BROWN UNIVERSITY
DEPARTMENT OF FACILITIES MANAGEMENT

TO: Users of Sayles Hall

FROM: Debbie Lister, Manager of Events Support

DATE: 21 November 2007

RE: Decoration Restrictions in Sayles Hall

I just wanted to reemphasize the decorating restrictions in Sayles Hall:

1. No **BALLOONS**.
2. No decorations of any kind on walls, portraits, portrait frames, or portrait lights.
3. No fog machines.
4. No dry ice.
5. No use of clear scotch tape, masking tape, duct tape, staples or push pins on the walls.
6. No tying or taping of decorations to air vents.
7. No candles.
8. No access to balcony.
9. No cooking of any kind in the hall.
10. All decorations used must be fire retardant.

If you are not sure if your decorations are fire retardant, please contact William Willett or Paul Brookes in the Brown's Fire Safety Office, 3-3462 and they will look at the decorations and let you know.

Decorations **may** be put on stage area and pillars.

Facilities Management will supply sign standards for decorations that you may want to setup in the room.

Facilities Management will **not** supply ladders or tools to student groups.

Any violation of the above will be reported to Police & Security causing your event to be closed down.

