



## Residence Hall Council Decoration Guidelines

Dear Residence Hall Councils,

Thank you in advance for your energy, enthusiasm, and efforts with decorating the halls. PLU is so unique in the welcoming atmosphere created in our Residence Halls by the RHCs. Year after year Residential Life and the entire PLU community is impressed by the creativity, quality of work, and over all effort put into decorating the halls for Welcome Weekend as well as holiday periods; it is hard to imagine opening the halls without the amazing decorations.

In an effort to help maintain the physical condition of our living communities, as well as to be in compliance with safety guidelines and regulations, the following decoration guidelines have been compiled. The intention of these guidelines is not be restrictive towards your efforts, but instead provide guidance and support in advance. Decorations put up that do not follow these guidelines will be removed immediately.

Clarification about these guidelines or questions regarding areas not mentioned on this sheet should be directed to your Resident Director. Thank you again for all of your hard work to help enhance our living communities.

Thank You!

### **GENERAL**

- Decorations must be kept away from exit signs, fire alarm devices (pull stations, smoke/heat detectors, etc.), fire extinguishers, and emergency or normal-use light fixtures.
- Decorations must not block any emergency exits. Nothing should be located in front of doors or in hallways that would impede residents from making an emergency exit.
- Replace or take down decorations that are looking worn and tattered, or are starting to come down on their own.
- No Live plants or trees (ex: Christmas Trees, greens, real pumpkins) should be used inside the Residence Halls.
- All decorations must be removed one week prior to the next vacation period.

### **WALLS & CEILINGS**

- Nothing should be placed over or around light fixtures (i.e. cloth, colored plastic wrap, etc.).
- Do not use duct or masking tape on painted surfaces or doors. When possible, use painter's tape.
- Do not string items across hallways or over heaters.
- Do not hang items from the ceiling, sprinkler heads or sprinkler piping.
- Chalk may not be used inside Residence Halls or on the outside walls of the building.

### **WINDOWS**

- Prior to painting windows add dish soap to the paint. This will assist you with the clean-up process.
- Prevent paint from getting on other surfaces (carpet, walls, etc.)
- No butcher paper or flyers on door windows (except Residential Life / Facilities Management notices).
- Peeling window paint must be touched up or removed immediately.
- Windows may not be entirely covered.
- Welcome Weekend window paint must be removed by mid-semester break.
- Window paint may be used to advertise programming as long as the duration of the paint per event does not exceed two weeks.

### **LIGHTS & EXTENSION CORDS**

- Inspect all light cords and extension cords before using. **No multi-plug adapters may be used.** We recommend power strips with a fuse or circuit breaker.
- Electrical cords may not be routed through doorways or under throw rugs or loose carpeting.
- Lights and extension cords must be unplugged at the end of each day.
- Lights may not be left up for more than 90 days.