



## Decorating Guidelines

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IU Auditorium is dedicated to detailing each event to the needs of individual clients, and we understand your decorations will help create the mood you desire. Please keep in mind the following guidelines when planning on decorations.

- All decorations should be self-standing; nothing can be affixed in any way (including glue, tape, and thumbtacks) to Auditorium surfaces including walls, floors, ceilings, furniture, and equipment.
- Suspending materials from the ceiling or light fixtures is prohibited.
- The sidewalks, entries, passages, vestibules, halls, or stairs must remain unobstructed. Also, the doors, stairways, or openings that reflect, admit, or generate light (including exit lights and emergency lights) into any portion of the building, including hallways, corridors, and passageways may not be obstructed.
- Candles should be enclosed in votives or similar holders. Candles may not be placed in the restrooms or any other room that will not be attended. Please seek prior approval from Events Manager before using candles.
- Flower petals are not allowed on non-protected surfaces as they may stain our floors and counters.
- IU Auditorium management reserves the right to determine the appropriateness of all decorations in order to ensure that the facility remains clean and safe.
- Please note that additional charges may be incurred if an excessive amount of cleaning is required to return the space to a condition suitable for continued use.