



**Policy Name:** FSP Decoration Policy  
**Section:** 5.90                      **Version:** 1.0  
**Organization:** Foundation of Shalom Park  
**Adopted Date:** October 13, 2020              **Effective Date:** October 13, 2020  
**Revised Date:** N/A

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## I. Purpose

The purpose of this policy is to document and define the procedures & policies governing decorations in FSP Buildings.

## II. Definitions

- A. **COI** – Certificate of Liability Insurance
- B. **FSP** – Foundation of Shalom Park
- C. **FSP Buildings** – Any Foundation of Shalom Park owned buildings and land holdings.
- D. **FSP Rooms** – All FSP reception halls, meeting rooms, and common area spaces.
- E. **User** – Shalom Park Tenant Agency or Individual/Group Renter.

## III. Decoration Policy Rules and Regulations

- A. This policy applies to **FSP Rooms** only.
- B. It is the **User's** responsibility to ensure that all Event/Party Planners (or their subcontracted suppliers) that will be decorating for events/programs in **FSP Rooms** have submitted (or have on file) a **COI**, with FSP named as the Certificate Holder.
- C. Times for delivery, setup, and removal of decorations are subject to the discretion of the Operations Manager and must be scheduled in advance.
- D. FSP must approve the location of special decorations, banners, or signs.
- E. Facility signage may not be covered or otherwise obstructed.
- F. **Tape, nails, tacks, & staples** are **not permitted** for affixing any decorations or signs to ceilings, walls, doors, windows, or columns.
- G. The use of **glitter and/or confetti** is **not permitted**.
- H. Adhesive-backed decals or similar items are **not permitted**.

- I. Double-sided tape is ***not permitted*** to be used to affix linens to tables.
- J. Open flames and the burning of any material, including incense, is ***not permitted***.
- K. The use of candles must receive advance approval from FSP and meet Fire Code regulations.
- L. All decorations must be flame-retardant.
- M. 3M Scotch –Blue Painter’s Tape for Multi-Surfaces #2090 is the only tape permissible for use in FSP Rooms.
- N. 3M Command Adhesive Utility Hooks (or equivalent) are permissible for use on wood surfaces only, with FSP approval.
- O. Magnets are permissible for the hanging of very light decorations from ceiling grids. All items must be approved in advance.
- P. The use of FSP electric lifts is not permitted except for approved event/party planners with a COI on file with FSP.**
- Q. FSP ladders may be made available to users.**
- R. All decorations and all indoor and outdoor directional signage must be removed by the user immediately following the event, unless otherwise approved. Events that have not removed all items by the closing time of the facility may be assessed the Extended Rental Fee (Individual/Group Renters only).
- S. Cleanup for any non-permitted items, or items that have been not removed from the facility, may be charged to the **User** at the prevailing maintenance/custodial hourly rate.