

CARL F. GRANT CIVIC CENTER DECORATING GUIDELINES

For the safety and protection of both the renter and the Carl F. Grant Civic Center, the following requires complete cooperation.

The rental time is eight (8) hours. It is your responsibility to coordinate all related activities involving production of your event to meet within the rental time allotted. This includes decorating, rehearsing and the scheduled event. This also prohibits prior delivery and storage of decorating set items, plants, catering equipment and supplies, or any other items related to the event.

No crepe paper of any type is allowed near the stage curtains. No metal objects such as wire, pins or tacks will be allowed to touch the stage curtains. The curtains are treated with a fire proofing substance which when tampered with will cause discoloration and/or immediate rust.

NOTHING IS TO TOUCH THE STAGE CURTAINS!

No staples, duct, electrical or double stick tape and/or permanent adhesives may be used on walls or doors because of their damage to wood, tile and masonry.

Candles, either table or floor style, require protective trays or covering for dripping wax.

No painting, either by spray, brush or roller, will be allowed.

No sand, dirt, gravel or foreign material which may cause damage to the floor finish will be allowed in the building.

No rice or bird seed will be allowed in the building. Bird seed is recommended to be used outside.

Confetti is not allowed to be used outside the building.

No sparklers are allowed inside or outside of the building.

Balloons are NOT allowed in the building.

UNDER NO CIRCUMSTANCES CAN THE SECURITY CAMERAS BE BLOCKED – NO EXCEPTIONS

UNDER NO CIRCUMSTANCES CAN THE LOBBY BE BLOCKED -- NO EXCEPTIONS

EVERYTHING YOU BRING IN MUST BE REMOVED FROM THE CIVIC CENTER IMMEDIATELY FOLLOWING YOUR EVENT. WE ARE NOT RESPONSIBLE FOR ANYTHING LEFT BEHIND.

We hope your event is a memorable success. If you have any questions, please phone us at 687-0641. Our office hours are Monday through Friday from 8:00 a.m. to 4:00 p.m.

Linda Raymond
Administrative Program Coordinator