

New Mexico State University Alamogordo
2400 N. Scenic Drive
Alamogordo, NM 88310

NMSU-A Facilities Decorating Policy
Effective Date: July 1, 2020 to June 30, 2021

1. Facility access for decorating and clean up must be approved by NMSU-A in advance for each event. Please refer to Agreement for specified times. Access to the room, other than agreed upon times, will not be allowed.
2. For your safety, decorating must be done from appropriate equipment. Standing on items such as chairs, tables, etc. is not permitted.
3. Emergency exits and service doors must not be blocked with decorations, equipment, or chairs.
4. Painter's tape (blue) or removable poster mounts (magic mounts, 3m brands) are the only acceptable fastening materials to be used on walls. Nails, tacks, other types of tape, screws, or staples must not be used to fasten decorations to the walls, doors, curtains, glass or any other part of the facility.
5. Decorations, banners, signage and other items must not be taped up, attached to, or suspended from, any doors or windows without prior notification and approval. No decorations, banners, or other items will be hung from the rafters or basketball goals. Attaching or suspending any item from acoustic cloth wall paneling is strictly prohibited.
6. Caution in the use of helium or other flammable material is essential. Fire codes prohibit the use of hay, straw, cornstalks, or other dry tinder in the buildings.
7. Other prohibited items:
 - Glitter, confetti, rice, flower petals, stones, and other hard to clean materials.
 - Fog and/or steam machines that produce odor. Acceptable fog and/or steam machines are those that use a fully refined white mineral oil diffusion fluid.
 - Use of paint or aerosol spray products.
 - Candles, lit or unlit (unless provided by the caterer).
 - Large containers of water or fountains, without prior notification and approval.
 - "Light show" projectors and similar equipment using any type of liquid.
8. All equipment, supplies, and decorations brought into the facility shall be removed immediately following the event. NMSU-A staff is not responsible for any equipment or supplies left behind.
9. General cleaning of facilities is the responsibility of the NMSU-A facility staff. If excessive cleaning is required in the facility after the event, a clean-up fee will be charged to the customer following the event. This may include trash not deposited into trash receptacles; decorations not disposed of or removed; cleaning due to excessive spilled food, beverages, or other hard to remove items from the carpet or floor.

Client's responsibility:

- No food or drinks, except water, is allowed on stage in any NMSU-A building.
- All food trash must be put in the dumpster if the event is held on a Friday night or weekend.
- Kitchen in the Tays Center must be cleaned and returned back to the state it was in prior to the event, even when just using as a prep area.

10. Costs for any damage to facilities due to not following the NMSU-A Facilities Decorating Policy will be charged to the Client.
11. The Client is responsible for the actions of their guests, staff, and contractors (caterers, decorators, and entertainers).

Please note: During the academic year, access to the facilities for decorating or events is typically only available Friday, Saturday or Sunday. Please contact NMSU-A staff (575-439-3696 or 575-439-3686) with any questions.