

11.1.9 HOLIDAY AND EVENT DECORATIONS

PURPOSE:

The purpose is to provide guidelines for the use of decorations in a safe and compliant manner on Baylor University property. The objective is to comply with all federal, state, and local codes, to prevent any injuries to the public or members of the University community, and to prevent any property damage.

SCOPE:

This document provides the guidelines for use of holiday, temporary, and event decorations on Baylor University property. This policy will also outline approved and prohibited materials.

RESPONSIBILITY:

Holiday and event decorations are defined as any decorations utilized at an event which involves outside vendors, or non-Baylor participants, or would impact multiple Baylor resources and departments. These events could be initiated by any enrolled student, faculty member, staff member, or any other individual, campus organization, partnership, association, or corporation desiring to use campus facilities. This does not apply to weekly meetings of Baylor Student Organizations. **The [Special Events Request Form](#) must be submitted no later than 15 days before the event.**

In cases where an event does not utilize outside vendors, non-Baylor participants, and would not impact multiple Baylor resources and departments, the event coordinator or representative shall contact the Department of Risk Management to discuss decorating plans and make arrangements not less than 72 hours in advance of installation. The Risk Management Department, or designated representative, shall observe the decorations for compliance of this policy prior to the event.

Risk Management, or designated representative, will consult with the coordinator or chapter representative at the time of the visit to ensure that the activity and its decorations are in compliance with life safety requirements, and that potential fire and safety hazards are eliminated to protect members and guests.

A. Exit-Ways

The following listed requirements represent general guidelines for maintaining acceptable exits and exit-ways for events:

1. No person shall place, store, keep, or allow items to be placed in stairwells, corridors, elevators, or other means of egress.
2. Exit doors shall be readily opened from the egress side without the use of a key, special knowledge, or effort.
3. In rooms accommodating more than 50, required exit doorways, other than those normally used for entrance, shall be plainly marked by approved, illuminated exit signs, and sufficiently illuminated when the floor area is visible from all locations in public

11.1.9 HOLIDAY AND EVENT DECORATIONS

corridors. Directional signs, as required by the City of Waco, shall be placed on walls or otherwise displayed in conspicuous locations to direct occupants to exit doorways.

4. Stairways, hallways, and other means of egress, including exterior open spaces to or through which exit ways lead, shall be adequately lighted at all times the building is occupied.
5. It is a violation of Baylor University policy to prop open any stairway enclosure door.

B. Aisles

In each room where chairs or tables and chairs are used, the arrangement shall be such to allow a clear path to each exit doorway. Aisles leading directly to exit doorways shall have a width of not less than 36 inches or as required by code.

C. Number of Occupants

The maximum number of occupants permitted shall be determined by the capacity of the exit ways provided. Therefore, diagrams of the proposed lay-out shall be provided to the Risk Management Department, or designated representative no later than one week prior to the event. Determinations of the nature shall be made by the Risk Management Department, or designated representative.

D. Electrical

All controls, lights, appliances, or other electrical equipment used as a part of or in conjunction with decorations shall be installed in an approved manner, and all wiring shall be of sufficient capacity to safely conduct the required power supply loads.

E. Open Flames

1. The use of unguarded fires or flames in fireplace, candles, or other forms shall not be permitted without written approval from the Department of Risk Management.
2. Guarded fires may be permitted with written approval of the Department of Risk Management and the facility coordinator. Permitted uses of flames are required to have fire safety equipment and trained personnel.

F. Prohibited Materials

The use of flammable materials is prohibited. The following commonly used materials cannot be flame-proofed and therefore may not be used for interior decoration under any circumstances:

- Hay
- Dry Leaves
- Corn Shucks

11.1.9 HOLIDAY AND EVENT DECORATIONS

- Dry Moss
- Wood Shavings
- Straw
- Turpentine
- Sawdust
- Confetti
- Flammable Liquids
- Corn Stalk
- Cotton
- Flammable Powders
- Cedar Trees
- Bamboo
- Tumbleweed
- Cedar Branches

G. Tree Selection, Location, and Care

The use of live trees must be approved by the Department of Risk Management. For safety reasons, only artificial trees should be used for interior decorations.

1. Only those artificial trees labeled “fire resistant,” “flame retardant,” or similarly indicating that the material used is non-combustible or resistive to burning shall be used.
2. Trees used indoors must be less than or equal to six feet tall. Any tree exceeding 6 feet tall shall not be used without written approval from the Department of Risk Management. Trees shall not extend higher than 24 inches below the ceiling.
3. Locate trees away from exits and paths to exits, being careful not to block doors, aisles, corridors, equipment, or access to facilities.
4. Keep trees away from heat sources such as air vents, large appliances, and lights.

H. Lighting Safety

1. Lighting devices using open flame or high heat, such as candles, lanterns, oil lamps, Halogen lamps, etc., are prohibited unless permitted by the Department of Risk Management.
2. Each electric light set used must bear the Underwriters’ Laboratories (UL) label. Inspect each set, new or old, for broken or cracked sockets, frayed or bare wires, and loose connections. Discard damaged sets.
3. Use no more than three sets of lights per strand. Do not overload electrical outlets. Use only one UL labeled electrical cord. If additional outlets are needed, utilize a power strip/surge protector rather than extension cords and multi plug adapters.
4. Multi plug adapters are prohibited. Plugging extension cords into power strips/surge protectors is prohibited.
5. Protect wires from damage. Do not run wires under carpet, through doorways, or across aisles or corridors. Do not place wires where they will be walked on. Do not use nails or tacks to hang wires. The use of approved cable crossings is permitted.
6. Do not place electric lights on a metallic tree. Use spotlights for illumination.
7. Unplug lights when not in use.

11.1.9 HOLIDAY AND EVENT DECORATIONS

I. Outdoor Decorations

1. Decorative materials shall be flame-proofed or non-combustible.
2. Decorations shall be self-supporting and be placed as far away from buildings as possible. Utility equipment such as telephone poles, guy-wires, fire hydrants, gas or electric meters, or building service entrance wiring or connections shall not be used to support, as part of, or obstructed by decorations. Decorations may not block access to egress from any building, driveway, or sidewalk. Due care shall be exercised to avoid contact with any power supply overhead wiring when erecting or removing decorations.
3. All wiring, controls, lights, appliances, or other electrical equipment used as part of or in conjunction with decorations shall be of a type approved for outdoor use, installed in an approved manner, and of sufficient capacity to accommodate the electrical load imposed. There shall be no open splices, frayed wiring, cracked insulation, defective equipment, or other indications of weakness permitted in wiring. All exposed light bulbs, spotlights, floodlights, etc. shall be guarded. No light source shall be permitted to be in contact with any surface and such devices shall be securely anchored in place to prevent accidental upsetting if struck, and so-positioned that heat from the device will not create a hazard.
4. Fire extinguishing equipment shall be kept readily available and in operating order. Such equipment shall be available within seventy-five feet (75') of any outdoor decoration.
5. There shall be no smoking observed in the vicinity of outdoor decorations during the periods of their construction, use, and demolition.
6. Outdoor decorations shall be removed within forty-eight (48) hours following the event for which they are used. Failure to remove after forty-eight (48) hours subjects property to immediate removal, disposal, or destruction at expense of originating organization.

J. Other Decorations

1. Use only materials labeled as flame retardant or non-combustible.
2. Do not block or obscure exits, paths to exits, or exit lights. It is prohibited to cover exit lights or conceal means of egress doors with curtains, drapes, decorations, or similar materials.
3. Keep away from heat sources.
4. Do not hang decorations from or attach them to any fire protection equipment or fire alarm devices.
5. Ceilings shall not be covered by decorative materials. No more than 30% of a wall shall be covered by decorative materials.

11.1.9 HOLIDAY AND EVENT DECORATIONS

6. Where items are not fire retardant or non-combustible, a commercial flame retardant may be applied to the items. Items must be approved by the University Fire Marshal, or designated representative.

K. Removal of Indoor Decorations

All decorations should be removed within twenty-four (24) hours upon completion of an event. Failure to remove after twenty-four (24) hours subjects property to immediate removal, disposal, or destruction at expense of originating organization.

L. Miscellaneous

1. The regulations listed are considered as general requirements. Additional requirements may be considered by the University Fire Marshal, or designated representative, determined by the circumstances involved in individual events.
2. Reports of violations of these regulations shall be investigated by the University Fire Marshal, or designated representative.

11.1.9 HOLIDAY AND EVENT DECORATIONS

Approved by Risk Management Committee: 1/18/07

Revised/Reviewed: 12/13/10

[Signature on File] _____

Warren A. Ricks, CRM
Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

Date

[Signature on File] _____

Charles D. Beckenhauer
General Counsel

Date

[Signature on File] _____

Reagan Ramsower
Vice President for Finance and Administration

Date