

The Brazos Center

DECORATING POLICY

NO GLITTER, CONFETTI, SILLY STRING, PEANUTS, HAY OR STRAW ARE ALLOWED ON BRAZOS COUNTY EVENTS FACILITY PROPERTY. This includes no nails, tacks or staples in the tables, walls, stage front, floors, etc.

Painter's tape should be used to secure items to the floor. **NO OTHER TAPE MAY BE USED ON THE FLOORS.** Clear packaging tape should be used to secure items to the walls. No foam adhesive tape allowed in the building.

Open flames are **prohibited**. The Brazos Center Director must approve candle use in advance.

All candles must be contained and the flame cannot extend higher than the container.

All decorations must be removed from the facility at the end of your event.

CLEAN-UP POLICY

Tables and chairs must be free of decorations, food, beverages utensils, containers and coverings.

Discarded disposable items are to be placed in the plastic-lined receptacles provided by the Brazos Center. Such receptacles will be emptied as needed during user's event by the Brazos Center attendant on duty.

Lessee is responsible for bussing their own tables during their event.

User is responsible for disposing of their own trash in the Brazos Center dumpster once their event has ended. All boxes must be broken down and flattened to fit in the dumpsters.

Spills of food and or beverages during the event are the **user's responsibility** to correct and should be taken care of immediately.

Food service areas are to be cleaned and cleared. All floors are to be swept and all spills are to be mopped.

The Brazos Center attendant on duty will gladly assist you by providing brooms, mops, trash liners, etc. as needed.

Any items borrowed must be returned (scissors, tape, extension cords, power strips, etc.) or they will be deducted from the security deposit.

***I understand the policy as stated for decorating and clean-up at the Brazos Center and will make sure others associated with the event also follow the policies.
I understand that failure to comply with these policies will result in the retention of all or part of the security deposit.***

Lessee's Signature

Date