

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. Extra hold and heavy duty tapes are prohibited.

NO TAPE ALLOWED on the concourse walls.

If lessee moves any tables or chairs, they **must** pick up to move and **not drag** these items as it could result in scratching the floor.

Open flames are **prohibited**. Battery operated candles only.

All decorations and food 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(s) on duty.

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

Food Service areas are to be cleaned and cleared.

No food discarded/utensil rinsing in the kitchen sinks. Liquids only in kitchen sinks.

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

