

Event Planning

Decorations, Staffing, & Resources

Event Decorations

All decorations and materials must be removed by the sponsoring organization/department immediately following the event. Failure to do so will result in items being discarded. The client may be billed for any damage to surfaces and/or excessive cleaning requirements.

Space Decorations, Theatrical Scenery & Environmental Health and Safety Guidelines

- Only use materials that are Class "A" rated or UL listed for flame retardant in decorations, theatrical scenery.
- Event Sponsors/Organizers should show documentation that certifies that the material meets this requirement, upon request.
 - Decorations must not block exits or fire safety equipment.
 - Keep lighting equipment (especially high intensity) and other heat sources away from decorations.
 - Decorations should not be hung from overhead pipes or sprinkler heads.
 - Decorations should be removed immediately after the event.
 - Confer with University Support Services regarding decorations best suited for use within the facility, such as tape, staples, tacks, nails, pins, or hooks.
 - Glitter, confetti, or water filled items may not be used as decorations.
 - Decorations that might pose a fire hazard may not be used.
 - While CSU doesn't prohibit the usage of latex balloons, we do strongly discourage the use of them.
 - Helium cylinders for balloons should be secure with a chain onto a cylinder cart or to a column and must be approved in advance with Environmental Health and Safety (EHS) and Risk Management (RM)
 - The Event Sponsor/Organizer must arrange to dispose of empty cylinders. Call EHS & RM for help.

Event Staffing

The onsite event contact must be someone affiliated with Columbus State University representing the sponsoring department, group, or organization. They **must** be present for the duration of the event and adhere to all University policies and procedures.

Security

Only officially assigned Columbus State University police officers may be utilized for events. The final determination of the number of police officers necessary for a specific event will be made by University Operations and University Police.

Security is required for any event collecting money on site, if alcohol is being served, or if an event begins/ends past midnight.

If there is a need or a request for additional security arrangements for an event, any overtime or extra personnel costs will be charged to the sponsoring organization or department.

Pricing

[Resource Pricing](#)

Resources

- [CSU Catering*](#)

- [Resource Pricing](#)
- [TULIP Insurance](#)

**All catering in CSU facilities is provided by Aramark. Please contact them at [706-507-8372](tel:706-507-8372) or click the link above*