

Thompson Student Center  
Decorating/Set-Up Guidelines

- All decorations must be free standing or affixed to the cloth strip located around the perimeter of the ballroom or on ballroom dividers. Ladders and approved “t” pins MUST be requested from the Thompson Student Center (TSC) prior to the scheduled event. All decorations must have prior approval by the facility manger or designee.
- All candles must be fully enclosed in glass/water and kept on a hard surface. No flammable materials such as hay, excelsior, etc. are permitted in the building.
- No additional furniture may be brought into the facility without prior approval of the TSC facility manager or designee.
- No furniture or equipment may be removed from the building.
- A 4’ space must be maintained around all exits. Hallways must remain clear of all equipment, empty boxes, or other debris. All fire codes will be strictly enforced.
- No parking is allowed in the driveway or under portico once loading/unloading is complete.
- No painting may be done in the facility or outside on the grass, sidewalks or driveways.
- Regular operation hours will be observed unless approved by the TSC facility manager or designee in advance.
- The diagram/room set up will not be changed unless the individual/organization who made the reservation and the TSC facility manager or designee agree to the change.
- If the TSC sound or video equipment is used, LICSENEE must schedule an appointment to check private equipment compatibility with TSC sound/video equipment. If a TSC tech will not be used to operate the equipment, LICSENEE must designated an individual to be trained by the TSC tech 24 hours prior to the scheduled event. Any damage to TSC equipment will be responsibility of LICSENEE.
- All decorations must be removed immediately following the activity. Nothing may be left or stored in the TSC. The loading dock must be cleared of all debris.
- Guests will be expected to stay on the main floor of the TSC during the activity unless approved prior to the scheduled event by the facility manager or designee. The west entrance (Lillian Street) is the designated entrance/exit.
- Parking will be permitted in the lots to the west and north of the TSC.

## Thompson Student Center Helium Tank Usage Procedure

Helium tanks, when used incorrectly, could result in serious bodily injury and property damage. Any group requesting the use of a "50+ pound" helium tank in the Thompson Student Center (TSC) is required to adhere to the following procedures:

- The requester MUST provide documentation from the vendor whom they are renting the tank from that it has been inspected and passes all safety regulations.
- The user MUST register the tank with the TSC Reservations Office before the tank is brought into the building. Documentation must be shown to the Reservations Office at this time and all paperwork must be filled out and signed.
- Helium tanks MUST be dollied into the building through the loading dock.
- The tank MUST be strapped securely to the cylinder dolly (cart) when it enters the building and must remain on the dolly at all times.
- The TSC staff will assign a location for tank use. It must remain in that location while in the facility.
- When the tank is not in use the screw cap MUST be in place on the tank. The regulator must be removed and kept in the users possession at all times.
- For smaller helium needs, the Office of Student Activities (TSC Room 103) has a helium tank that could possibly be used for a nominal fee. Please contact them prior to the event to check availability and prices.
- An organization found in violation of these rules is subject to tank removal and loss of future tank privileges in the TSC.
- Disposable party tanks, such as those sold at Wal-Mart, do not fall under these guidelines.