

Decoration Guidelines

City of Woodland staff takes pride in being able to offer a quality facility. Thank you for reviewing and observing our policies. In order to maintain our facility we request that you comply with the following guidelines:

- Candles (this includes birthday and Unity Candle), open flames, or pyrotechnics of any kind are not permitted.
- At no time shall fire exits be covered or obstructed.
- Decorations must be non-flammable.
- The Renter assumes full responsibility to remove all decorations within allotted rental times as stated on permit. Any time that exceeds the scheduled permit time will be charged to the Renter, including staff overtime charges and hourly room rental fee. The staff reserves the right to require the removal of any decorations that are considered offensive.
- Storage facilities are not available for Renter's use (this includes caterer's equipment or special rental items such as tables to be stored before or after the event).
- No cellophane tapes, adhesives, staples, tacks, nails, or screws may be used to hang decorations. Carpenter and painters tape are acceptable.
- Glitter, hay, straw, silly string, confetti, dance wax, cornstarch, sand, bubbles or rice is prohibited inside or outside of the facility. Birdseed is suggested for outside use.
- If a Public Address system is to be used outdoors, a sound permit is required.
- Fog or smoke machines are not permitted in the facility.
- Balloons must be secured and weighed down when utilized in the facilities and must be removed by the Renter immediately following the event. Balloons are not to be released outside the facility. No free-floating balloons are permitted inside the building because of lights, air vents and high ceilings. Failure to remove balloons may result in additional fees charged to the Renter.
- If an outside rental company provides tables, chairs, or equipment for the event, the Renter is responsible for setup and takes down of this equipment.*
- Staff is not responsible for any items left in the facility after your scheduled event has concluded.
- All or a portion of security deposit will be charged for items left after your event has concluded.