## Office of Student Life Holiday Decorating Guidelines

We encourage residents to decorate their residence hall rooms for and celebrate the holiday season. All policies and procedures in the Community Standards Handbook apply. Listed below are additional regulations for decorating your residence hall room at Loyola University Maryland. No residents should be decorating in the common areas, hallways, or corridors of their building without approval and participation of their hall staff (RAs, GRCs, and/or ADs). For information on hallway decorations, please see your RA.

- 1. Exits signs, security cameras, fire-alarm pull stations, sprinkler heads, smoke detectors, doorways, fire extinguisher, staircases and exits must remain uncovered and clear of obstructions. Do not drape or attach decorations to these items.
- 2. No floor level obstructions that create tripping hazards are permitted. Carpets and rugs are the only items that are permitted to be on the floor.
- 3. The following items are prohibited: candles, fog/smoke machines, & halogen lamps.
- 4. No obstructing of hallways or corridors.
- 5. All combustible items must be flame retardant or treated with flame retarding solution.
- 6. Trash bags, newspapers and toilet paper are not allowed for decorating.
- 7. Halloween pre-packaged spider-webbing is permitted, but individuals must be able to pass through the hallways without walking through the cobwebs.
- 8. Covering entire walls with paper (or any other substance) is a fire hazard and not permitted. Only 20% of wall-area can be covered.
- 9. Using detergent on walls or carpet is not permitted (it glows with a black light). If detergent is used it must be applied to paper and any spills on carpet or walls will result in damage and cleaning charges for the residents of that room.
- 10. Do not overload extension cords or outlets, and do not connect multiple extension cords together.
- 11. All electric or battery operated lights must be attended to at all times and cannot be left on with no one present. This means holiday lights should not be left on while sleeping or when no roommates are present in the room. Holiday lights must also be UL listed.
- 12. Use of live garland, greenery, wreathes leaves, twigs, bamboo, branches, hay or sand is prohibited.
- 13. Only artificial trees are permitted in residence hall living room areas. Live, cut trees are prohibited.
- 14. Major decorations should be taken down immediately following the holiday being celebrated. All Christmas and winter holiday decorations should be removed before semester break.
- 15. Decorations for in-hall trick or treating (or as part of a hall-decorating contest) at Halloween cannot be up before October 24th, and must be removed by November 1st.
- 16. Questions about specific decorations should be directed to your residence hall staff.