



# TEMPORARY DECORATIONS, DISPLAYS, & FURNISHINGS RULES AND REGULATIONS

**Questions?**  
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## Fire Safety Requirements

*The following Fire Safety Requirements must be followed for any decorations, event, classroom etc.*

Local fire jurisdiction requires that decorating for all large events must be approved by local fire inspector or marshal and EISD Compliance Officer. Final changes must be approved for any decorating plans at least 48 hours in advance of your event.

**Path for Egress:** A clear path the width of the double doors from the front entrance to the double doors by the office of the WHS PAC Director shall be always maintained clear. A clear path the width of all entrances at all EISD facilities shall be always maintained clear. Provide a 3-foot minimum clearance width for continuous passage between tables, decorations, etc.

Obstruction of hallways, entrances, exits, other common areas, fire extinguishers, AEDs, alarm panels, emergency pull stations, electrical rooms, light fixtures, and Key Watchmen is prohibited. Do not place tables, chairs, booths, or other items in these areas.

Tables/decorations must not obstruct the required width of the exit corridor. Will determine this by the amount and size of exit doors discharging from the corridor. The tables/decorations must not extend into the pathway of the doors on either side of the corridor.

**Decoration Materials:** All materials used in decorations must be non-combustible, flame resistive, flame-retardant, or treated with a flame-retardant. Proof of this treatment needs to be provided to the fire marshal and the EISD Compliance Officer prior to decorating.

Do not place paper or fabric over or on light fixtures of any kind.

Local fire code prohibits the use of liquid-fueled items and open flames in school facilities.

Candles, votives, sparklers or similar items are prohibited.

**Hanging:** Items or decorations that are to be hung from the ceiling or any other surface must be approved in advance by district or Compliance Officer or if the event is in WHS PAC, by PAC Operations Department staff.

Items hanging from the ceiling must be hung with metal wire and be at least 18" down from the ceiling for sprinkled building and 24" down from the ceiling for un-sprinkled buildings.

To adhere items to ceiling, only metal clips and wire may be used. Items may not weigh more than two pounds.

Depending on extent of decorations, additional fees may apply to have EISD maintenance staff installs.

**Electrical:** Make sure you have all electrical requirements for preliminary meeting with local fire jurisdiction and district staff.

Multiplug surge protectors shall be plugged directly into a wall outlet. Extension cords shall be plugged into a wall outlet or a grounded multiplug surge protector. All cords must be covered, so there is no trip hazard.

If fire alarm activation occurs, everyone will be expected to vacate the building in an orderly manner via the closest exit. Re-entry will be authorized by local fire jurisdiction only.

## PAC Standards

*Fire Safety Requirements must be followed for any decorations, event, in the PAC.*

A diagram showing the proposed decorating plan must be turned into the PAC Management at least 25 days prior to the day that decorating commences.

All guidelines are subject to change at any time at the discretion of the PAC Management.

All fire exits must be easily accessible and may not be blocked or impeded in any way. All fire exit signs must remain completely visible.

A clear path to the fire extinguisher and Automated External Defibrillator (AED) must be kept at all times.

All materials should be non-combustible and are subject to inspection by the local Fire Marshal at any time.

All items hung from the ceiling must be pre-approved by PAC Management.

If selling flowers, a plastic tarp must be put down to prevent the carpet from getting damaged.

**Attaching:** Tape or Adhesives of any kind may not be used on any painted or wood paneled surface including columns or walls or on windows, carpet, or portable bars in the building. PLEASE USE ONLY PAINTERS TAPE!!!

Tacks, nails, etc. may not be used on the walls or any other surface of any EISD facility.

No items may be adhered to or placed in front of the windows of the offices.

**Prohibited Items:** No helium balloons are allowed in WHS PAC Theaters, PAC Lobby, WHS Gyms, WHS Chap Court, and WHS Cafeteria. Use in other rental spaces or rooms must be approved in advance.

Bird seed, rice, fresh flower petals (thrown or on tables), confetti, glitter, silly string, loose streamers or tinsel, potpourri, oils, noise makers (bells/whistles/etc.) are strictly prohibited.

No red or purple beverages may be served; No red, blue, or green cake icing may be served.

Candles, open flames, and fog/smoke machines are not permitted.

Decorations and other items are to be removed immediately after your event. Eanes ISD will not be responsible for loss or damage to any items left after the event.

## Special Events

*[Fire Safety Requirements](#) must be followed for any decorations, event, classroom set up etc.*

Local fire jurisdiction requires that decorating for all large events must be approved by local fire inspector or marshal and EISD Compliance Officer. Final changes must be approved for any decorating plans at least 48 hours in advance of your event.

A floor plan with specific decorations outlined and furnishing needs should be submitted at least 21 (twenty-one) days prior to your event to the EISD Facility Coordinator along with your Eanes ISD Rental Agreement.

All vendors used to install or display decorations in any Eanes ISD facility must provide appropriate insurance coverage as required by EISD prior to installation or set up.

Decorations and other items are to be removed immediately after your event. Eanes ISD cannot accept responsibility for loss or damage to any items left after the event.

Decorations of any kind must be completely constructed and painted before they are brought into the building. NO PAINTING ON EANES ISD PREMISES WITHOUT PRIOR APPROVAL FROM WHS PAC OPERATIONS STAFF, EISD FACILITY COORDINATOR OR COMPLIANCE OFFICER.

Furniture and Fixtures may not be moved without supervision and approval of the WHS PAC Operations Department staff or EISD Facility Coordinator or Compliance Officer.

Rental Furnishings must be approved in advance by the WHS PAC or EISD Facility Coordinator.

Candles, open flames, and fog/smoke machines are not permitted.

## Classroom Decorations

*[Fire Safety Requirements](#) must be followed for all Classroom, Hallway and Stairway Decorations.*

**Coverage:** Hallways - Not more than 20% of wall area can be covered; Classrooms - Not more than 20% of wall area can be covered; Enclosed Stairs - No materials on ceilings or walls

**Hanging:** Nothing can be attached directly to ceilings. A limited number of banners maybe suspended 18 inches below the ceiling.

Anything hanging from the ceiling must be attached to ceiling by metal wire or metal hooks and weigh less than 20 pounds.

Curtains, draperies, hangings, and other decorative materials suspended from walls or ceilings shall be non-combustible, flame resistive, flame-retardant, or treated with a flame-retardant. Proof of this treatment shall be made available prior to decorating both to the fire marshal and the EISD Compliance Officer.

Banners must terminate at least 8 feet above the floor level.

No materials can be hung or affixed on exit room or stair doors.

**Electrical:** Multiplug surge protectors shall be plugged directly into a wall outlet. Extension cords shall be plugged into a wall outlet or a grounded multiplug surge protector. Extension cords and flexible cords shall not be a substitute for permanent electrical outlets.

All cords to be covered to eliminate a trip hazard.

No string or daisy chain lighting allowed. LED, battery powered lights are allowed. Light bulb wattage shall not exceed the rated capacity of the fixture.

**Tables/Chairs:** Must not obstruct the required width of the exit corridor. Will determine this by the amount and size of exit doors discharging from the corridor. Must be located at least twenty feet from the exit doors.

If multiple tables are placed in a corridor, all tables must be placed on the same side of the corridor. This will prevent the need for occupants to "weave" during an evacuation.

**Prohibited Items:** No helium balloons are allowed in WHS PAC Theaters, PAC Lobby, WHS Gyms, WHS Chap Court, and WHS Cafeteria. Use in other rental spaces or rooms must be approved in advance.

Bird seed, rice, fresh flower petals (thrown or on tables), confetti, glitter, silly string, loose streamers or tinsel, potpourri, oils, noise makers (bells/whistles/etc.) are strictly prohibited.

No red or purple beverages may be served; No red, blue, or green cake icing may be served.

Candles, fog/smoke machines and any open flames are not permitted.

**Portable Heaters:** Heaters are permitted in offices and classrooms if they are:

- powered by electricity.
- listed by UL, FM or other listing agency.
- have a "tip-over" safety feature.
- are kept at least 3 feet from combustible materials.
- are plugged directly into a wall outlet. The heater cannot be plugged into a power strip or extension cord.

## Essential Event Toolbox

To help you with your event planning and execution, we have created a list of the essentials you will need to make sure your event setup is successful. Please have a storage container with the following items for event set up. You could purchase these items from any vendor if the specs listed are the same.

Qty 6		Lighted Extension Cord
Qty 6		Surge Protector
Qty 2		Hose
Qty 6		Painters Tape
Qty 2		Hooks
Qty 1		Ceiling Hangers
Qty 1		Labeled Storage

Updated 5/13/2024