

Decorations in Residence Policy

Effective:

Last Updated: 03/21/2017

PREAMBLE

The following guidelines should be used when decorating residence floors and hallways (e.g. preparations for move-in, holidays, Halloween). Decorations are also subject to applicable City of London by-laws and any regulations advanced by the City of London Fire Chief.

This information should be shared with all student leaders. Certain exceptions may be made at the discretion of the Residence Manager, Facilities Management Staff, or others as deemed appropriate by the Department of Housing.

POLICY

Students and student leaders living in Residence are expected to adhere to the following:

- Decorations must not be attached to, or interfere with the normal operation of, all fire safety equipment (including hallway particle and heat detectors, fire alarm bells, exit signs, emergency lighting, fire hose and extinguisher wall cabinets, and sprinklers);
- Decorations must not dangle or hang loosely;
- There is to be no alteration to the lighting provided in the hallway. Decorations should not be placed in such a manner so as to interfere with the fluorescent lighting. This includes placing coloured paper/garbage bags on light shades due to the release of toxic gas when they are heated by the lights and the inherent safety concern;
- The glass portions of doors should not be fully covered. This is to allow residents to see through the doors, and prevent a possible accident from occurring;
- Decorations should not impede the normal movement of residents throughout the hallway;
- Candles (or open flame of any kind) are not to be used in/with any decoration;
- Decorations should be affixed to wall/ceiling with painter's tape only. Other types of tapes/adhesives may result in paint damage. Any damage occurring as a result of the use of any adhesive other than painter's tape will be charged to the individual(s) responsible for those decorations;
- Where available, student leaders will encourage the use of the plexiglass boards to reduce damage to the hallways;
- All floor/hallway decorations must be taken down by the end of each term or at the request of a relevant Western employee. Theme decorations, such as Halloween, Valentine's Day, etc., should be removed the day following the specific event. Decorations on individual room doors may stay up until the end of the academic year, at which time the resident is responsible for any damage charges incurred and for removing any such material. Residents should note that changing the placement of decorations is suggested, as year-long placement can lead to damage;

- Decorations must not contain profanity, advocate excessive alcohol consumption, advertise companies that sell alcohol or tobacco, or be offensive to any person. Further, any decorations that are found to be inconsistent with the values of the Department of Housing, the Division of Housing and Ancillary Services, or Western University will be found to be in contradiction of this policy.

PROCEDURE

All questions regarding the **Decorations in Residence Policy** can be forwarded to the Residence Manager or the Programming Coordinator in the Office of Residence Education and Programs.