

# Eno Memorial Hall Decoration Guidelines

Because Eno Hall is a very active community center and it also has great architectural importance, recognized by the National Register of Historic Places, the Town of Simsbury would like to efficiently maintain both the building's beauty and its active use.

## A. Exterior

1. No decorations may be installed on the building, grounds or landscaping without prior written permission.

## B. Interior

1. Nothing may be affixed to painted, wallpapered, wood or stone surfaces.
2. Decorations may be hung on glass surfaces using painters' masking tape (blue masking tape). No other adhesives are acceptable; no duct tape, staples, tacks, nails or self-stick products may be used.
3. Nothing may be suspended from the ceiling tiles or supports, curtains or blinds.
4. Nothing may be stuck to the carpet.

## C. Safety regulations

5. Fire doors must remain clear and closed as appropriate.
6. Clear fire lanes within each room must be maintained (7') as designated by Fire Marshal, i.e. tables and chairs cannot block the safe egress from the room.
7. No covering the lights.
8. Entrances/Exits must remain clear.
9. No shredded mylar, confetti, or silly string, as they are extremely combustible.
10. No open flames.

## D. Procedures

11. Please send in a sheet detailing the decorations as planned, and any electrical needs if out of the ordinary (light systems, sound systems, plug cords, etc.). If you have further questions about fire regulations, you may wish to call the Town Fire Marshal at 860.658.1971.
  12. Temporary equipment must gain approval through Director of Public Works, and must be placed appropriately for clearance around machines, their use, and any electrical needs.
  13. An appropriate reimbursement will be assessed for any damage to the building.
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