

Prom Guidelines

- Book in Crater Lake Complex (all walls down) rather than Cascades
- Schools get non-profit rate
 - Charges depend on size of group
 - Require dance floor to protect carpet
- Charge for Student Manager staying after regular building hours
- Decorating Guidelines:
 - No glitter
 - No candles
 - Extra cleaning fee explained
 - No Fog Machines
 - Blue Tape only for hanging items on walls
 - Nothing attached to sprinkler heads
 - Ladders available
- Event Security form reviewed
- Certificate of liability insurance needs to be on-file
- Food and beverage items to be done by OIT catering
- Food tables to be set up in Mazama Hallway—
 - No coffee
 - No red punch
 - No chocolate fountains
- Watch conflicting auditorium events for noise