# Approved Decoration List

The Library Scheduling Office must have a list of all items you intend to bring into the building for your event. We have made a list of the most common items that are brought in but feel free to attach additional items to this form.

The Library reserves the right to have any item not approved on this list removed from the building.

### Ladders or Step Stools (May not exceed 8’)

<table>
<thead>
<tr>
<th>Water Features (how will floor be protected)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Linens

### Back Drop (list how the floor will be protected)

### Trees or Plants

### Table Centerpieces (No Candles Allowed)

### Chairs and Tables (not Library owned) How will floor be protected?

### Display Equipment

### Banners (How will it be displayed)

### Lighting Equipment

### Sound Equipment (not Library owned)

### Musical Instruments

### Catering items (Chaffing Dish, Chocolate Fountain Etc.)

### Items Rented from outside source that will be delivered to the Library and picked up from the Library. Delivery Time ______________ Pick up Time ______________

<table>
<thead>
<tr>
<th>Vendor ________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Wedding Specific Items:

- Car Decorations
- Bride/Groom Departure
- Stairs

### Other Items

### Approved by Library Staff Person: