Decoration Policy

**Identifier** USCSOMG - FCMN- 02

Prepared by: Manager, Facilities     Date:
Reviewed by:      Date:
Approved by:      Date:
Communicated to:  Date:

**LCME Standards**
No Standard

**Scope**
University of South Carolina School of Medicine Greenville (USCSOMG) Faculty, Staff and Students

**Policy Statement**
Guidelines for decorations on the USCSOMG campus

**Reason for Policy**
Facilities Management and Safety

**Procedures**
I. This policy applies to USCSOMG building, Health Science Administration Building (HSAB), and Employee Services Center building (ESC)

   A. The American and South Carolina flags may be displayed in their appropriate orientation in the main lobby of all buildings throughout the month of July. The American flag may also be displayed in the main lobbies on other appropriate days.

   B. Winter holiday decorations during the month of December should comply with the following guidelines:

      1. Poinsettias and wreaths may be placed throughout all buildings
      2. Live Christmas trees may not be used. Only artificial trees that are “Fire or Flame Proof” as approved by the Underwriters Laboratories Label (UL) and Facilities are permitted
      3. Trees may be decorated with non-flammable and non-electrical decorations only. Lights are not allowed
      4. Approved artificial trees in the USCSOMG Rotunda and main lobbies are permitted
      5. Decorations may not be taped to walls or doors
      6. Decorations should not block hallways, exit signs or egresses
      7. Hanging decorations should not cause damage to walls, surfaces, and fixtures. Consult the Facilities team for proper hanging mechanisms
      8. Diversity and inclusivity should be considered with all decorations
II. Recognizing the needs of school groups, team related activities and special events, decorating at additional times is permitted as long as it meets the preceding guidelines. Examples include Fourth of July, Halloween, Thanksgiving, Valentine’s Day, St. Patrick’s Day and USCSOMG activities.

III. Facilities reserves the right to remove any items that do not adhere to this policy, present risk or are offensive.

IV. All decorations must be safely and properly stored in designated area when not in use.

**Sanctions**
Failure to comply may result in disciplinary actions

**Additional Contacts**
Executive Director, Business Operations and Finance
Facilities Manager

**Related Information**
GHS Holiday Decorating Guidelines S-090-01.A1 Facilities Use Policy

**History**
Date of Change:
Change:
Reason for Change: