

## Room Decorating Guidelines

Please take a moment to read these guidelines concerning student room decorations.

- ◆ Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings. In rooms with ceiling molding, items may be hung from the molding using “S”-hooks. “S”-hooks are available for purchase at most hardware or home stores.
- ◆ WHITE, nonpermanent adhesive putty should be used to hang posters and small, lightweight decorations. “Hold It” is a brand that works well and is available for purchase in the Cottey Bookstore, or you can purchase white putty for this purpose at many stores. Other colors of putty are available in stores, but white is the only color permitted due to potential stains on the walls. The “spongy” adhesive, which usually is sold in squares with removable tape, is not permitted as it is difficult to remove entirely without damaging or removing the paint.
- ◆ Adhesive stickers, such as glow-in-the-dark stars, etc., are permitted as long as they are attached with white putty and totally removed prior to vacating the room. Students may be charged if putty or poster tape is not completely removed from the walls and ceiling when the room is vacated. 3M Command products also work well.
- ◆ Removable products such as 3M products or “stick on sayings” are permitted as long as they are totally removed prior to moving out of the room. Residents will be charged for anything left on the walls.
- ◆ Due to fire concerns, items may not be hung or draped from the ceiling or hung vertically in a manner which may obstruct doorways or other means of exit. Nothing may be hung on or stretched across the ceiling—all items must be hung flat along a vertical wall surface. This includes posters, bedsheets, banners, etc. Smoke detectors must be visible from the doorway of the room. Signs, posters, or messages put on exterior room windows must be appropriate for public display.
- ◆ With the exception of bunk beds (in some suites), please do not stack furniture pieces on top of each other. Purchased bed raisers may be used to elevate the bed. Concrete blocks may not be used for this purpose, only bed raisers or other devices manufactured exclusively for this purpose are permitted. Beds cannot be lofted, only bunked.
- ◆ Physical plant staff will bunk your beds for you. To request bunking, please see your hall director. It may take up to two weeks for this to happen. Once bunked, they need to remain bunked for the semester.
- ◆ If you brought carpet, please do not tape it directly to the floor, as the adhesive is sometimes difficult to remove.
- ◆ Suite residents may hang personal items including posters, signs, picture, etc., on the suite side of their room door as long as these items can be affixed without damaging the door. All items on the suite side of room doors must be appropriate for public viewing, as determined by the hall director or the director of housing.
- ◆ Personal items or decorations such as furniture, pictures, murals, posters, etc., are not permitted in the suite areas, other than on the suite side of the bedroom door.
- ◆ For your safety, please do not climb on furniture while decorating your room. Each suite has a ladder in the suite kitchen area.

**Questions? Ask your hall director!**