Approved Decoration List

The Library Scheduling Office must have a list of all Water Features (how will floor be protected) 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 Items Rented from outside source that will be additional items to this form. delivered to the Library and picked up from the Delivery Time_____ Library. The Library reserves the right to have any item not Pick up Time_____ approved on this list removed from the building. Ladders or Step Stools (May not exceed 8') Linens Wedding Specific Items: Back Drop (list how the floor will be protected) Car Decorations Bride/Groom Departure Stairs Trees or Plants Table Centerpieces (No Candles Allowed) Other Items 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.) Approved by Library Staff Person: