



Charleston  
Civic Center

**CHARLESTON CIVIC CENTER  
MEETING ROOM DECORATIONS POLICY**

1. Lessee shall not affix nails, tacks, or staples to any wall surface, partitions or soffit. No scotch, cellophane, duct, double faced or electrical tape shall be placed on any door ceiling, soffit, wall covering, painted surfaces or light fixtures. No duct tape is to be placed on carpet. Damages resulting from noncompliance with this policy shall be charged to the offending lessee.
2. Blackboards, bulletin boards and easels are available on a rental basis for meeting room displays. Velcro and hooks are available for hanging behind soffit in Conference Rooms 2002-205.
3. Second floor meeting rooms will not be rented for use for exhibit shows other than table top exhibits. Heavy material is not to be utilized for display or programming on second floor. Exhibits requiring gasoline or oil lubrication should not be placed on the second floor.
4. Displays are not permitted in corridors due to fire safety regulations. Registration tables and coffee breaks are permitted in the corridors as long as consideration is provided for emergency exit.
5. No displays or registration area shall block entry into second floor telephone room.
6. No decorations are permitted in lounge and corridor area outside Conference Rooms 202-209. Decorations other than signage are not permitted in the Parlor Room area or the WV Room corridors.
7. Conference Room 201 shall be available on a selective basis. The room is limited to twenty (20) persons. No alternations or relocation of furniture is permitted. The room is not to be used for press rooms, offices, and administration for conventions. Conference Room 201 shall be available for meetings requiring a Board-style setup.
8. Charleston Civic Center facilities are smoke free in compliance with regulations of the Kanawha-Charleston Health Department.