

BCPL Holiday Decoration Guidelines

Created 6/2/2015

Last Revised 6/9/2015

The following guidelines are intended to provide a framework for the holiday decoration and personalization that occurs in and around the facilities of the Bullitt County Public Library system. In addition, it attempts to clearly define the parameters of which items are allowed and how/where to place them. Please observe the following guidelines to maximize general safety practices and to comply with fire prevention regulations.

All Public Spaces

Examples of religious items which would generally be inappropriate for use in holiday decorations in public spaces include:

- The Nativity Scene
- A Cross or Crucifixion
- A Menorah
- The Star of David
- The Star and Crescent
- Drawings of Jesus or Mohammed
- The Bible or Koran

Examples of decorations which are appropriate for use in public spaces because they are not religious symbols include:

- Flowers
- Greenery
- Wreaths
- Christmas Trees (not live or fresh-cut)
- Bells
- Snowmen
- Winter Scenes
- Santa Claus
- Animals
- Ribbon
- Flags
- Pilgrims
- Candy Canes
- Tinsel

Interior Decorations

Decorations must be kept away from exit signs, fire alarm pulls and alert mechanisms, fire extinguishers, light switches, and light fixtures. Paper, posters, or other combustible materials used as covering on walls shall not occupy more than 10% of a wall's surface area.

Artificial Christmas trees are permitted provided the placement does not obstruct a regular or emergency path.

Only U.L. approved mini or LED decorative lights are permitted. These must be kept away from combustible materials and turned off when an area or room is unattended.

No electrical cords may be routed through doorways, under carpeting, or routed across hallways.

No items may be hung from sprinkler system piping.

The use of spray-applied artificial snow or other flammable spray decorations are prohibited.

Large-scale decorations that require hanging, mounting, or other means of attachment shall be installed by a member of the Custodial Team.

Exterior Decorations

All decorations on the exterior of buildings or on Library grounds shall be placed by a member of the Custodial Team. No other exterior decorations will be permitted.