**Horticulture Service:**

The Horticulture Department has ferns available for event decoration. This service is only provided for on-campus functions.

* Ferns are available on a first come, first served basis so please submit your requests early.

* Please note that we cannot provide cut flowers, potted plants/flowers or florist type arrangements. Fern usage for exterior set-ups will be evaluated on a case by case basis.

**For Outside Events:**

The Horticulture Department will provide trash and recycling containers for exterior events. (Requests for additional interior trash cans should go to Facility Services)

Please note that there is an option for irrigation to be turned off (this is especially important for evening events)

"Special Instruction Box:"

This box can be used to detail anything about your event that may not be covered by the other standard options available. For example, if your event requires a water source or the use of a tent, please indicate this need and we will work with you to identify an appropriate location. An on-site meeting may be required.

*The information in this box should also include a contact person that will be on site during the actual event if questions arise.*

"Setup Diagrams/Room setup notes:"

Please note if you add a diagram after your request has been confirmed and scheduled, please email the department that it is directed to in order to notify them that it has been added.

If you specify anything in the room setup notes, please remember to add the equipment/service as well. For reservations outside of the GUC, you need to order chairs for your setup etc. If you do not order our services, we will not get notified.
**Additional Notes:**

- If balloons or other decorations are used outside, they must be removed promptly after the event to avoid a clean-up charge.

- Hanging signs on exterior fixtures: light poles, benches, columns or trees, is strictly prohibited. Signs are not permitted in Pergola. Use designated kiosks. Clean-up charges may be assessed.

- No signs are permitted in underpass or parking garage.

- Chalking is permitted only on exterior, horizontal surfaces that can easily be washed by the rain. No paint or aerosol coating/chalk is authorized! (Refer to University Chalking Policy)

- Vehicles are not permitted on grassy surfaces.