

Redecorating Policy for Student Development Staff

The following are a list of procedures, which must be followed for any potential redecorating of Student Development related areas at Mount Vernon Nazarene University.

1. Permission must be secured with the VP of Student Development, the Director of the Facility Services, and the Director of Residence Life (for residential areas).
2. Selected materials (paint colors, decorations, artwork etc.) must be submitted in writing, reviewed and approved by those listed above.
3. Facility Services may cover the cost of some supplies, should the Director of Facility Services approve the need for the renovation, if the funds are available.
4. All other expense will be the responsibility of individual Student Development accounts.
5. Every precaution should be taken not to damage University property or buildings and to ensure the most professional job possible; this includes taping edges, covering floors and furniture, and recruiting painters with previous painting experience.
6. If any damage occurs, the VP of Student Development, the Director of the Facility Services, and the Director of Residence Life (for residential areas) should be made aware of the extent of the damage.
7. Student Development staff members should be the primarily people responsible for any redecorating. Any mistakes or damages will be the staff member's responsibility to correct.
8. If the VP of Student Development and the Director of Facility Services consider the changes to be unsatisfactory, they will have the area repainted in the standard white/gray.

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|---------------------------------------|-------------|
| Resident Director's Signature* | Date |
| VP of Student Development◆ | Date |
| Director of Facility Services◆ | Date |
| Director of Residence Life◆ | Date |

* I have read and agree to follow this policy.

◆ I am aware of, and have approved the redecorating plans as presented.