A few important policies & guidelines from the Student Handbook

Advertising

Posters and fliers may only be placed on University kiosks and general-purpose bulletin boards & must be sponsored by a University organization/department/office. To post or distribute advertisements in other locations (residence halls, dining halls, Bowen-Thompson Student Union, academic buildings), approval will need to be granted in advance.

For more information on advertising policy, see page 70 of the student handbook.

Food Service

BGSU Dining must provide the food/beverages for an event when University funding (annual funding, SBC/coke funding) is being used. All catering requests should be made at least two weeks prior to event date. Outside food (purchased or donated) for an event is not permitted to be brought into Bowen-Thompson Student Union or Olscamp 101.

Bake Sales

The holding of a bake sale requires a Standard Food Policy Exception form to be filed with Conference and Events. Groups are permitted to sell non-perishable baked goods that include: cookies, brownies, pastries (no cream or custard), date bars, and crisped-rice treats.

Donated Food

All donated food requires a Standard Food Policy Exception form to be filed with Conference and Events. All donated food must come from a licensed food vendor. Only designated low-risk foods will be permitted to be donated, brought to campus, and distributed. Low-risk foods include: pizza, bagels, baked goods, pies (no cream or custard), cakes, packaged snack foods, canned soda, bottled water, candy, popcorn, non-processed fruit and vegetables. High-risk foods (not-permitted) include: subs, sandwiches, salads, any food that contains protein, milk, eggs (non-cooked), cream pies.

For full information of food service policy, see page 74-75 of the student handbook.

Event Management

The organization holding the event must have members of the sponsoring organization work the event and clearly be identified as event staff. There should be no less than three organization members staffing the event at any time. The organization sponsoring the event is responsible for all costs that may be incurred during the event such as repairs for damages and extra custodial service. Paid security is required for large-scale events or will disrupt the regular campus environment such as events where alcohol is available, events with non-BGSU students in attendance, events occurring during late evening hours, events open to the campus community, or events with a history of large attendance.

For full information on event management, see page 77 of the student handbook.
**Late Night Events**

All events ending after midnight must be registered, reviewed, and approved. All events should end no later than 1 a.m. unless approved as an overnight event by the Late Night Committee. The registration form, found on OrgSync, must be submitted at least one month prior to the intended event and will be reviewed at least two weeks prior to the event. A representative from the organization will be required to attend a Late Night Committee meeting to have the event reviewed. Only one late night event will be permitted per weekend and no late night events will be permitted during major event weekends such as Family Weekend, Homecoming, and Sibs N Kids.

For full information on late night event requirements, see pages 80-81 of the student handbook.

**Sound Amplification**

All organization events that will have amplified sound through the use of speakers, megaphones, etc. will be required to be approved for amplified sound usage by the office or department that oversees the space. All amplified sound in the Union Oval or University Hall Lawn will need to be approved by the Bowen-Thompson Student Union Director.

For full information on sound amplification policy, see page 89-90 of the student handbook.

**Space Reservations**

Conference and Events is the designated office that schedules the usage of the Bowen-Thompson Student Union, Olscamp 101, academic buildings, window splashes, and campus grounds. All campus grounds requests must be made at least 10 days prior to events. For reservations in dining facilities, Recreation and Wellness facilities, and residence halls, contact the respective office that operates and oversees the desired space.

For full information on sound amplification policy, see page 87-89 of the student handbook.