



Bowen-Thompson Student Union, Suite 231  
Bowling Green, Ohio 43403-0350  
419.372.9000 FAX: 419.372.7940

## Pub Ceiling Tile Application

Please use this form to request purchase of a ceiling tile in the Black Swamp Pub

FOR OFFICE USE ONLY

Date:

Initials:

*Ceiling Tiles in the Black Swamp Pub are 18" x18" paintable surfaces. Only one ceiling tile per organization will be permitted. The ceiling tiles are guaranteed for at least one year, and there is no cost difference between painting it yourself or having the Student Union paint it for you.*

Department/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Fax#: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Group:  Students (e.g. Student org., athletic team, greek org., group of friends) (\$25)

Campus Department (\$40)       BGSU Alums (\$40)

Form of Payment:

Cash       Credit Card       Check       Dept. Cost Center (DCC)

DCC #: \_\_\_\_\_

FUND #: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*PLEASE NOTE: TILE DESIGN OR SKETCH **MUST** BE ATTACHED TO THIS FORM*

### Painting Instructions, Cost, and Criteria

1. Each student organization/athletic team/university department has the option of painting the ceiling tile themselves or having the Bowen-Thompson Student Union staff paint it for them.
2. If the tile sponsor decides to paint the ceiling tile themselves, it must be scheduled and supervised by the maintenance staff, and only latex or latex acrylic paint can be used.
3. Cost per tile: Students: \$25      University department: \$40      BGSU Alums: \$40
4. Only BGSU information is permitted on the ceiling tiles. No other school can be represented on a tile.
5. Student Union Director will approve all designs and colors and has the authority to deny the submitted project based on the criteria listed here and/or if it does not fall within the core Bowling Green State University. A meeting will also be required with the Director and maintenance staff to ensure accuracy.
6. Designs must be submitted at least 10 business days prior to project moving forward. Depending on number of requests, tiles will be painted on a first come, first serve basis and maintenance work in the Student Union may take priority over painting a tile.
7. Ceiling Tile form must be completely filled out including DCC number (if applicable) attached design, and signature. The DCC will be charged the specific amount listed after the ceiling tile is finished and installed.
8. Location of ceiling tile may be requested, but the Bowen-Thompson Student Union staff has final say as to where the ceiling tile will be located in the Pub.