

Bowen-Thompson Student Union

OUTDOOR EVENTS

Designated campus ground spaces may be reserved by departments, student organizations, or groups outside the University. Spaces reserved through the Bowen-Thompson Student Union are as follows:

Union Mall
Corridor between Education, Eppler, BA, and Olscamp
Field west of Kreischer
Space west of Education Building
Field north of Anderson Arena
Field northwest of Field House
Bell Tower Mall

The major exceptions to campus ground reservations are Intramural Fields and grounds adjacent to residence halls or small group living units. Additional policies and procedures regarding the use of campus grounds can be found in the Bowling Green State University Student Handbook.

Policies governing use of outdoor space

- Request must be approved by the Director of the Student Union or designee, and, if necessary, the Dean of Students or designee.
- Requests must be made at least 10 university working days prior to the event.
- Use of amplification equipment is not permitted in the vicinity of classrooms during regularly scheduled class hours. Sound equipment must not disrupt normal functions of the University.
- The failure of an organization or department to provide the Student Union with notice of cancellation of a proposed activity or event at least two (2) University working days prior to the scheduled activity or event may result in the denial of a future permit for use, unless the cancellation is necessitated by events reasonably beyond the control of the organization or department.
- If food/beverage is served, food must be supplied by University Dining Services. Registered student organizations may request an exception by completing a “Standard Food Policy Exception Form,” which can be obtained from the Student Union Administrative Office (231 Student Union), and must be completed 14 days prior to the event.
- If Audio/Visual equipment is needed, requestor must contact Instructional Media Services (372-6993) at least two (2) working days in advance. Charges apply.
- To rent tables and chairs outside, requestor must contact Materials Handling (372-2121) at least one (1) working day in advance. Charges apply.
- The Bowen-Thompson Student Union has the right to deny outdoor space if the event is deemed to be in poor taste and/or in conflict with the mission and values of Bowling Green State University. Final determination will be made by the Director of the Bowen-Thompson Student Union and/or designee.