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BOWEN-THOMPSON STUDENT UNION POLICIES

A. GENERAL POLICIES

Mission Statement

The Bowen-Thompson Student Union is an innovative, student-centered organization and facility dedicated to the delivery of services and programs that enhance campus life and foster the mission of Bowling Green State University.

Core Values

The Bowen-Thompson Student Union has identified four core values which illustrate the fundamental principles affecting every aspect of the Student Union's programs, services, and operations. The core values of the Student Union are:

Caring and respectful community
Engagement
Integrity
Rewarding

The Role of the College Union

The union is the community center of the college, serving students, faculty, staff, alumni, and guests. By whatever form or name, a college union is an organization offering a variety of programs, activities, services, and facilities that, when taken together, represent a well-considered plan for the community life of the college.

The union is an integral part of the educational mission of the college.

- As the center of the college community life, the union complements the academic experience through an extensive variety of cultural, educational, social, and recreational programs. These programs provide the opportunity to balance course work and free time as cooperative factors in education.
- The union is a student-centered organization that values participatory decision making. Through volunteerism, its boards, committees, and student employment, the union offers firsthand experience in citizenship and educates students in leadership, social responsibility, and values.
- In all its processes, the union encourages self-directed activity, giving maximum opportunity for self-realization and for growth in individual social competency and group effectiveness.

The union's goal is the development of persons as well as intellects.

Traditionally considered the "hearthstone" or "living room" of the campus, today's union is the gathering place of the college. The union provides services and conveniences that members of the college community need in their daily lives and creates an environment for getting to know and understand others through formal and informal learning.

The union serves as a unifying force that honors each individual and values diversity. The union fosters a sense of community that cultivates enduring loyalty to the college.

As adopted by the Association of College Unions International's general membership in 1996, the statement is based on The Role of the College Union statement, 1956.

General Building Policies

Public facilities within the Student Union are open to students, faculty, staff, alumni, and guests of the University.

The Student Union staff reserves the right to establish policies for the use of the Student Union by various types of groups and/or individuals.

Failure to comply with any policies or guidelines outlined in this Policy Manual and/or any requests by Student Union staff may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

The Code of Student Conduct and Bowling Green State University Policies serve as authorities for the Student Union, and are the bases for many of the policies in this manual. If changes in the Code of Student Conduct or in Bowling Green State University Policies result in a discrepancy with Student Union policies, then the current Code of Student Conduct or Bowling Green State University Policies shall prevail.

Policy Exceptions

Requests for exceptions to any of the Student Union policies should be referred to the Director of the Student Union, or the Director's designee.

Nondiscrimination Policy

Bowling Green State University and the Student Union declare and reaffirm a policy of equal employment opportunity, equal educational opportunity, and non-discrimination in providing educational and other services to the public. The Student Union will not discriminate against any person because of race, religion, color, national origin, gender, marital status, sexual orientation, age, handicap, or veteran status, and it will not knowingly

cooperate with, support, or employ the services of organizations which do not adhere to this policy.

Sexual Harassment

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and students and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

Non-Violence

It is the policy of Bowling Green State University that acts of violence, threats of violence, or intimidation will not be tolerated. Bowling Green State University recognizes the importance of providing a safe environment for all its members. In this community, victims/survivors will be treated with dignity and respect. Any persons found in violation of this policy may be subject to disciplinary action. Violators may also be subject to criminal prosecution.

Student Union Advisory Committee

The Student Union Advisory Committee serves to represent the interests of Bowling Green State University students, faculty, staff, and alumni by providing advice and resource information, including policy, to the Student Union Director, the Senior Associate President for Student Affairs/Dean of Students, and the Vice President for Student Affairs on matters relating to the operation, use, and improvement of the Bowen-Thompson Student Union.

The Student Union Advisory Committee is composed of representatives of the Student Union's constituent groups: undergraduate and graduate students, faculty, classified and administrative staff, and alumni. The Director of the Student Union, or the Director's designee, and the Senior Associate President for Student Affairs/Dean of Students are ex-officio members.

B. OPERATING POLICIES

Animals

Animals are not permitted in the Bowen-Thompson Student Union, with the exception of those used for aid to the physically handicapped.

Art and Student Union Art Gallery

Supporting the University's mission to develop principled citizens, the Bowen-Thompson Student Union is proud to support the arts. As noted in the University's Academic Plan, "the fine and performing arts enable people to see, feel, and think deeply, and promote a better understanding of human values." To that end, art is a vital part of the Student Union's fabric. Rotating exhibits in the galleries, permanent collection artwork, and pieces on loan from the Bowling Green State University School of Fine Arts complement the décor of the building.

The Student Union gallery is a programmable space for art exhibits. Student Union staff is responsible for programming the Art Galleries. Persons interested in exhibiting artwork may contact the Associate Director for Programs and Services. First priority is given to students, followed by faculty/staff, and then alumni.

Automatic External Defibrillator

The Bowen-Thompson Student Union is equipped with an Automatic External Defibrillator (AED) that can be used in emergency situations.

Only trained personnel shall use the AED. Designated Student Union administrative and student staff are trained in the use of the AED. A list of trained personnel is posted at the AED location.

The AED unit can be found at the Bowen-Thompson Student Union Information Center.

Axis-TV

The Axis-TV system is an in-house messaging system used to develop short presentations that can be broadcast 24 hours a day, 7 days a week, to all four of the full color messaging display monitors in the Bowen-Thompson Student Union. These presentations are created locally at the Information Center of the Bowen-Thompson Student Union, and then interspersed with up-to-the-minute information on national news, sports, weather, and business.

Daily Bowen-Thompson Student Union events and scheduled conferences/lectures will be posted to the messaging system on a regular basis. This information is considered standard display information.

All other types of information displayed on the messaging system must be submitted via application form and are subject to the policy and procedures listed below.

Axis-TV monitors are located in the following areas of the Bowen-Thompson Student Union:

Clock Tower Entrance Lobby
First Floor South Entrance (Near 2.mato 2.night)
First Floor Entrance (Near the Pub)
Second Floor (Outside Movie theatre)

In addition, the Axis-TV system runs before movies that take place in the Union Theater on the weekends, so movie patrons will see messages on the big screen before the scheduled movie begins.

Axis-TV Users

The Axis-TV system can be used by:

All University departments and organizations
All registered student organizations of BGSU

Advertising Events

The Bowen-Thompson Student Union Axis-TV messaging system will be used to publicize the following types of events:

Bowen-Thompson Student Union general information
University events and programs
Events and Programs inside of the Bowen-Thompson Student Union
Information relevant to Departments and Organizations located inside the Bowen-Thompson Student Union
Select events occurring in the Bowling Green community outside of campus.
Paid advertisements approved by Bowen-Thompson Student Union administration.

The Bowen-Thompson Student Union messaging system cannot be used to display:

Partisan Political views/statements
Individual and/or personal messages
Messages advertising credit cards, drugs, alcohol, or tobacco

The Application Process

Customers wishing to have a message placed on the system must first complete an application, available at the Information Center of the Bowen-Thompson Student Union.

Customers should then submit the application, any special instructions and logos on a flash drive or CD to the Information Center two (2) business days prior to requested run date(s). All applications are due by 5:00PM, Monday - Thursday. Any applications received after 5:00PM on Friday, or over the weekend will be created on the next available business day. The maximum time a presentation can run is seven days.

**The Bowen-Thompson Student Union reserves the right to accept or decline any submitted applications.

Logos/Graphics

Presentation Graphics. The Axis-TV system offers a variety of graphics that can be used as backgrounds for your presentations. In the interest of efficiency, our programmers will select the background(s) and associated text font(s) that best present your message.

Custom Graphics. The programmers at the Information Center are able to import some graphics into Axis-TV presentations in the form of embedded photographs (i.e., department logos, event photos). Any graphics added to a presentation must be provided on a PC formatted flash drive. Programmers will make every effort to use the graphics you provide, but reserve the right to omit the graphics from the presentation if they are not provided in a usable format. Graphic formats that can be used for Axis-TV are .bmp or .jpg

Building Hours

The Bowen-Thompson Student Union administration will establish building hours in cooperation with the users of the building, and considering the needs of the University community. Standard hours will be established for times when classes are in session. Hours may vary for holiday and break periods. The current hours will be posted by the main entrances to the Student Union, and can also be found on the Student Union web site at www.bgsu.edu/union.

Customer Service Expectations

Quality customer service is the primary goal of the Bowen-Thompson Student Union. The manner in which we offer our services is just as important as the services we offer. Repeat customers are the true test of customer satisfaction.

Damage, Theft, Vandalism

Persons responsible for any acts of damage, vandalism to the premises, or unauthorized removal of items from the Bowen-Thompson Student Union will be referred to appropriate authorities and will be held accountable for their actions.

Distribution of Literature

Literature may only be distributed from contact tables located in the Student Union. See the Contact Table Scheduling policy for reservation information.

All literature distributed must clearly identify the sponsoring organization or department.

All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.

Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the building.

Commercial literature may not be distributed in the building unless approval has been received from Student Union management. See the Bowen-Thompson Student Union Vendor Policy and Bowling Green State University Solicitation policy for more details.

E-Mail Stations

There are computer stations located on each floor of the Bowen-Thompson Student Union that can be used to access e-mail. These are intended to be used for e-mail only, and should not be used for lengthy periods of time to do research, or to surf the Internet. Likewise, these computers should not be used to access adult material. Visitors observed viewing adult material on e-mail stations may be asked to leave the facility.

Emergencies

The Bowen-Thompson Student Union is committed to the safety and security of all persons in the building and has developed appropriate emergency procedures. In the case of an emergency (e.g., fire, inclement weather, or bomb threat), persons in the building are asked to follow the directives of the authorities. The public address system will be utilized to give directions whenever possible. The Student Union follows all local, state, and federal emergency regulations.

Falcon's Nest Televisions

There are 6 television sets located in the Falcon's Nest that are used primarily for sharing information in the form of national and local news, sports, and weather. The TV's will be kept on during building hours and will be tuned to the following types of channels:

- Four (4) of the TV's will be used to show news, sports, and weather when applicable.
- Two (2) TV's will be programmed to other cable channels carrying special interest programming.

Under normal circumstances, there will be no sound on the TV's unless approved by the Student Union staff. Likewise, there will be no channel changes made to the TV's during the course of a normal day unless deemed appropriate by the staff of the Student Union. The Student Union reserves the right to select appropriate channels in emergency situations, or to provide coverage of current events of broad interest.

The TV's may be reserved for special event programming by student organizations or campus departments. Requests to use the TV's for programming may be made through Event Planning and Reservations in the Bowen-Thompson Student Union, Room 231.

Fireplace

The Alice Prout Fireplace is located in the Dimling Lounge on the third floor of the Bowen-Thompson Student Union. The fireplace may only be operated by designated staff of the Bowen-Thompson Student Union. When lit, the fireplace must be attended at all times. Requests to light the fireplace may be directed to the Student Union Administrative office.

Handbills

As a means of promoting campus events, handbills may be placed in the six-sided holders on tables in the Falcon's Nest in the Bowen-Thompson Student Union.

Only registered student organizations, University departments, and campus organizations are permitted to display handbills in the Student Union. Handbill space is available on a first come, first served basis.

In order to be approved, all of the following information must apply:

- The event must be held on campus.
- The event must be open to the campus community.
- The event must be sponsored by a registered student or campus organization, or a department.
- Handbills must be for a specific event or activity.
- Neither alcohol nor tobacco may be advertised.

- Handbills must include event name, date, time, location, sponsor, and a valid contact phone number.
- The maximum size of a handbill is 3.75” wide x 5.25” long. Designs should be printed vertically (i.e. 5.25" long).

Handbill must be approved at the Information Center at the Bowen-Thompson Student Union. Handbills may be displayed for a period of up to one week. All handbill displays will begin on Sunday and continue through the following Sunday. Handbills must be delivered to the Information Center by noon on Sunday. If handbills are not received by noon on Sunday, then the space may be given to another organization. The Student Union reserves the right to adjust the display time for each handbill, depending on the event date and the number of handbill requests.

Consecutive week reservations will not be permitted for the same event, and only one design per organization or department is permitted per week.

All handbills will be placed on Falcon’s Nest tables by Student Union staff. Handbills will be removed when the activity is over or at the end of the seven-day display period, whichever comes first.

The Student Union reserves the right to refuse any materials that do not support the goals and objectives of the Student Union, the Division of Student Affairs, or the University community.

Handbills may only be displayed in the Falcon’s Nest. They may not be displayed in Starbucks, the Black Swamp Pub, The Bowling Greenery, lounge areas, or other public areas within the Student Union.

No more than 75 handbills (per design) may be posted at any one time.

Loading Dock

The Bowen-Thompson Student Union loading dock is located on the north side of the building. It may be accessed from the corner of Ridge Street and North College Drive. The loading dock is intended for the use of persons or companies delivering items or picking up items in the Student Union only. Parking is only permitted in the loading dock area while the vehicle is being loaded and/or unloaded. Vehicles should move to a location away from the loading dock when the loading or unloading is complete.

Unauthorized persons are not allowed in the loading dock area or the receiving area adjacent to the loading dock.

Lost and Found

The Bowen-Thompson Student Union maintains a lost and found service at the Information Center. Unclaimed items will be removed at the end of each semester.

Media

The Bowen-Thompson Student Union is a proponent of the timely and accurate dissemination of information pertinent to the campus community and beyond. All messages given to internal and external media audiences should be factually accurate, reflect the mission and values of the Bowen-Thompson Student Union, the Department of Student Affairs, as well as the University, and should follow the appropriate communication channels. Media inquiries should be directed to the Student Union Director, or the Director's designee.

Messages

Delivery of messages is not available in the Bowen-Thompson Student Union. We will, however, hold messages at the Information Center or Administrative Offices if arrangements are made prior to meetings, or we will contact parties via telephone where possible. Exceptions will be made for emergencies only.

Minors

Minors unaccompanied by adults or Bowling Green State University students are not permitted to use the facilities unless they are attending an event scheduled in the building, are invited guests of Bowling Green State University, or are currently enrolled Bowling Green State University students. Minors are defined as persons under the age of 18.

Parking

The Bowen-Thompson Student Union Main Parking Lot provides the most convenient access to the building and is a pay lot. The main entrance to this lot is located on Thurstin Avenue, north of Wooster Street. An additional entrance is located on Ridge Street, east of Thurstin Avenue. Please see <http://www.bgsu.edu/offices/parking/> for Bowling Green State University Parking Rules and Regulations. To reserve spaces or request billable parking passes contact the Student Union Administrative Office.

Posting of Publicity Materials

Bulletin board kiosks are available for posting publicity materials (flyers and posters) in the Bowen- Thompson Student Union. Anyone wishing to post materials must have the materials marked with an approval stamp by an Information Center staff person. Posting on doors, walls and/or on glass surfaces is not permitted.

In order to be approved, all of the below must apply:

- The event must be held on campus.
- The event must be open to the campus community.
- The event must be sponsored by a registered student or campus organization, or a University department.
- Neither alcohol nor tobacco may be advertised.
- Maximum size of publicity materials on the kiosks is 11" x 17".
- Publicity materials must include event name, date, time, location, sponsor, and a valid contact phone number.

Exceptions may be given for community events of broad interest (e.g. Black Swamp Arts Festival). Other exceptions may be granted at the discretion of the Assistant Director of the Bowen-Thompson Student Union, or designee. Personal items for sale (books, computers, cars, etc.), roommate searches, apartment searches, local bar ads, and events not open to all students are not permitted and will be removed.

Subject to availability, t-stands or easels may be reserved for displaying publicity materials larger than 11" x 17". Posting on t-stands or easels is limited to 3 days prior to the event, as well as the day of the event.

Public Address System

The building public address system may be used for emergency situations of vital importance. It may also be used for building closing announcements. Any exceptions must be approved by the Bowen-Thompson Student Union management.

Responsibility for Personal or Organizational Property

The Bowen-Thompson Student Union is not responsible for loss, theft, or damage of personal or organizational property. Guests of the Bowen-Thompson Student Union are to take appropriate care of such items.

Shoes and Shirt Requirement

For health and safety reasons, all persons entering the Bowen-Thompson Student Union must wear proper attire, which includes shirts and shoes. Persons not wearing proper attire will be asked to leave the premises.

Skating

No person may skateboard, in-line skate, roller skate, or use any other similar wheeled device in or on campus buildings, or on any porch, steps, loading dock or other raised paved surface on campus including parking curbs, or on disability ramps. Use of the devices is not permitted on any structure located on or adjacent to a sidewalk, such as benches, column bases, artwork and sculptures.

Smoking

There is no smoking permitted in any location inside the Bowen-Thompson Student Union, or within 30 feet of any entrance.

Solicitation

Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association, or organization.

Individuals and organizations may not solicit on campus without first registering with the Bowen-Thompson Student Union administrative office. Individuals who collect applications for commercial purposes are restricted from soliciting said applications on campus. Permission will not be granted for an activity that violates University policies, or local, state and/or federal laws.

Student Organization Office and Storage Space

The Office of Campus Activities oversees the allocation of student organization offices and storage space on the fourth floor of the Bowen-Thompson Student Union. To be eligible to use a University office space and/or accompanying storage areas, the organization must be registered with the Office of Campus Activities and in good standing, as set forth in the Bowling Green State University Student Handbook.

Table Tents

Table tents may not be used in any location in the Student Union. (See *Handbills* for more information on alternatives to table tents.)

Vending Machines

Vending machines are located on the fourth floor in the Bowen-Thompson Student Union. These machines are the property of the vending company, and are not the responsibility of the Bowen-Thompson Student Union.

In the event of a malfunction for any vending machine on campus, refunds for lost money can be obtained by coming to the Student Union Information Center.

Weapons

Weapons of any kind, including concealed weapons, are not allowed in any part of the Bowen-Thompson Student Union.

Wheelchair

The Bowen-Thompson Student Union does not provide wheelchairs for use by building patrons. Any person visiting the Student Union who requires the use of a wheelchair is responsible for making his/her own arrangements to obtain one.

Windows

Nothing may be affixed to the windows in the Bowen-Thompson Student Union without authorization. This includes paint, posters, flyers, and other items.

There are two exceptions to this policy. An exception is allowed for Sic Sic, who may place signs on the exterior windows. Doors must be kept free of signs.

The second exception is for window splash events, which may be authorized by the Student Union Director or the Director's designee. (see the *Window Splash* policy for more information).

C. FACILITY RESERVATION POLICIES

General Facility Reservation Policies

General Guidelines for Space Reservations

Event Planning and Reservations, located in the Administrative Office of the Bowen-Thompson Student Union, Suite 231, is responsible for reserving and coordinating the use of all Bowen-Thompson Student Union facilities, as well as Olscamp 101 facilities, most academic spaces for non-academic use, Prout Chapel, specific outdoor campus areas and contact table space both in the Student Union and specific locations on the campus.

Facilities are reserved in the order in which requests are received, with first consideration given to institutional needs and major annual events, followed, in order, by registered student organizations, University departments and organizations, and non-University clients. The Bowen-Thompson Student Union reserves the right to assign, and if necessary, reassign facilities considering the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space. The Student Union reserves the right to deny a space request if it does not support the mission and purpose of the University.

Eligibility for Use of Facilities

In order to reserve space in the Bowen-Thompson Student Union or other campus facilities, a client must be a member of one of the following categories:

Student Organization: Properly registered with the Office of Campus Activities. A student organization that is in the process of forming is granted space privileges for 30 days from the time of its initial registration with the Office of Campus Activities to the time of its official registration or the end of the 30 day initial registration period, whichever comes first. Student groups not registered with the Office of Campus Activities will be considered a non-University organization.

Social Fraternities and Sororities: Properly registered with Fraternity and Sorority Life and the Office of Campus Activities.

University Departments/Organizations: Must be officially recognized by the University.

Individual students, faculty, or staff persons: May reserve space for group functions that are academic in nature, such as study sessions or class-related project work. Such requests will be placed in academic space, not the Bowen-Thompson Student Union or Olscamp 101. If the purpose is not academic in nature, the individual's request will be considered a non-University request.

Non-University Groups or Individuals: Any group or individual that does not qualify in any of the foregoing categories. In most cases, a charge will be levied for the use of the room(s) requested and certain services.

Priorities and Timing for Submission of Reservation Requests

First consideration for use of Bowen-Thompson Student Union facilities, as well as specific spaces in academic buildings, is given to institutional needs, such as those events related directly to enrollment, academic success, and University tradition (e.g., Homecoming, Family Weekend, President's Day, Preview Days, Orientation/Registration, Welcome Week). Second consideration will be given to major, annual, campus-wide events. Determination of which events are considered major annual events will be made by the Director of the Bowen-Thompson Student Union, or the Director's designee, in consultation with the Senior Associate Vice President for Student Affairs or designee.

After the space requirements for institutional needs and annual major University events have been met, requests for reservations are filled in the order in which they are received following a schedule of access based on user category:

- First: Student Organizations/Social Fraternities and Sororities
- Second: University Departments/Organizations
- Third: Individuals associated with the University (academic purpose)
- Fourth: Non-University Groups or Individuals

Master Calendaring

Campus-wide master calendaring meetings are held once a year for student organizations and for department and organization program planners and venue administrators. The meetings are held in November to update events planned for the spring semester and to mark the beginning of acceptance of reservation requests for the following academic year. The student organization meeting will be held approximately 7-14 days prior to the University department and organization meeting.

Reservation Timeline

Reservation requests for events considered to be institutional needs will be accepted at the time those dates are established.

Reservation requests for major, annual, campus-wide events may be submitted up to three years prior to the requested date(s).

For regular reservation requests, student organizations, including social fraternities and sororities, may begin to submit reservation requests for the Bowen-Thompson Student Union and Olscamp 101 for the following academic year at the time of the November student organization Master Calendaring meeting. If a student organization- sponsored event is open to non-members of the organization, the event will be subject to approval by the Office of Campus Activities.

University departments/organizations may begin to submit reservation requests in the Bowen-Thompson Student Union and Olscamp 101 for the following academic year at the time of the November Master Calendaring meeting for University departments/organizations.

Non-University groups and individuals may begin to submit reservation requests in the Bowen-Thompson Student Union and Olscamp 101 for the following academic year on February 1.

Conference Scheduling

Requests for space from the Office of Conference Programs will be accepted up to three (3) years in advance for summer session dates that do not conflict with dates for Orientation or other institutional needs.

Reservations for University-sponsored conferences to be held during the fall or spring semesters will be accepted up to two years in advance.

Non-University sponsored conferences that are not coordinated by the Office of Conference Programs will be permitted to submit requests for space up to two years in advance. Such requests will be subject to special review by the Director of the Bowen-Thompson Student Union, or the Director's designee.

Recurring Reservations

Campus departments and organizations may request a recurring reservation for regularly scheduled meetings. Requests for a recurring reservation must be submitted in writing to Event Planning and Reservations, specifying the day, dates, and time of each meeting.

An organization may schedule up to three meetings per week in the Bowen-Thompson Student Union non-event space. Requests for meetings beyond three meetings in a week will be assigned to academic space.

Confirmation of space requested in classroom buildings may not be available until the first day of each semester.

Use for Academic Classes

The Bowen-Thompson Student Union facilities and Olscamp 101 are not available for use as classrooms for courses normally offered by academic departments, or for meetings which are a course or degree requirement. Events sponsored by an academic department and publicized as open to the campus community and/or the general public may be scheduled subject to the regular utilization policies of the Student Union.

Holds

Facilities requested may be placed on “hold” for a period of up to ten business days. Failure to confirm a request by submitting a completed request form within the ten day period may result in cancellation of the “hold” status. The room may then be assigned to another party.

A “hold” reservation may be challenged by a group definitely planning an event and in need of the same space. At the time the “hold” reservation is challenged, the group with the “hold” reservation must either confirm its intention to reserve and submit a completed request form, or release the space.

Waiting List

If a client requests a facility already reserved by another client for a certain time period, the client may be placed on a waiting list for that facility. If the facility becomes available at a later time, the Event Planning and Reservations staff will contact the client to determine their interest in reserving the facility.

Late Requests

The Bowen-Thompson Student Union may not be able to fulfill reservation requests received less than 24 business hours prior to the proposed event. If an appropriate room is available, it may be assigned, but special services will not be available. Special services include changes in room arrangements or requests for audio-visual equipment.

Right to Reassign or Terminate

The Bowen-Thompson Student Union reserves the right to reassign or terminate space for a meeting or event when circumstances demand.

Cancellation

Reservations for event spaces (i.e., Bowen-Thompson Student Union 202A, 202B, 206, and 228, and Olscamp 101A and 101B) must be cancelled at least 30 days prior to the scheduled usage date. This also includes reservations involving three or more meeting rooms.

Reservations involving one or two meeting rooms must be cancelled at least three working days prior to the scheduled usage date.

Failure to cancel reservations in accordance with this policy may result in charges equal to one-half of the full-day facility rate, or loss of reservation privileges (see below).

Failure to Cancel

In the case of one or two meeting rooms, if a reserved space is not used and was not canceled in accordance with the timeline under “Cancellation,” University clients will receive a written warning.

For student organizations, a second such occurrence will result in a second written warning and a meeting with Student Union staff. Upon a third such occurrence, student organizations will be charged for any Audio Visual equipment and/or staffing that was reserved for the meeting and will lose reservation privileges in the Student Union and Olscamp 101 for the remainder of the academic year. Existing meeting reservations will be reassigned to an academic facility upon the request of an authorized representative of the organization. The request must be made in-person at the Event Planning Office, Suite 231 in the Bowen-Thompson Student Union. Failure to make this request within one week of receiving the third notice will result in cancellation of all remaining meetings.

For University clients other than student organizations, a second such occurrence will result in a second written warning. A third such occurrence will result in charges equal to one-half of the full facility rate for any Audio-Visual equipment and/or staffing that was associated with the meeting.

In the case of reservations involving event spaces and/or three or more meeting rooms, University clients (including student organizations, University departments, and campus organizations) who reserve such spaces but do not use and do not cancel in accordance with the cancellation policy may be charged one-half of the full-day facility rate.

Non-University clients who reserve facilities but do not use and do not cancel will be responsible for associated fees as stated on the most recent confirmation issued to the client.

Private Social Events

Locations in the Bowen-Thompson Student Union and in Olscamp 101 may be reserved by non-University clients for private social events such as wedding receptions, class reunions, banquets, dances, and other events. The following policies apply to private social events in the Lenhart Grand Ballroom, Olscamp 101, and the Multipurpose Room.

- The rental rate includes furnishings, room set-up, and 8-hours for decorating, dancing, and reception. If additional time is required, there will be a charge of \$25 for each additional hour.
- If available, the room may be reserved the day before the event for the purpose of decorating or otherwise preparing for the event. There is a 50% discount on the facility rental fee in this situation.

- The actual event must end by midnight. If additional hours are required or if the event runs past midnight, overtime charges will be in effect in accordance with the regular overtime charge schedule.
- Thirty minutes will be allowed following the event for removal of any supplies, equipment, or materials. If additional time is required, there will be a charge of \$25 for each additional hour.
- For events in the Lenhart Grand Ballroom or Multipurpose Room, the client will receive 10 complimentary parking passes for the Student Union Main Lot, to be used the day of the event.
- Event spaces are generally not available to non-University clients in the months of April and October due to traditionally high demand from University clients. Exceptions may be made for break or holiday periods; for daytime only events; or for events scheduled to take place within two months of the date requested.

Outdoor Space Reservations for Private Events

Private individuals and organizations may book outdoor spaces reserved by the Bowen-Thompson Student Union for private events. Available spaces include the area directly to the south of Prout Chapel, the concrete area west of University Hall, as well as other outdoor spaces reserved by the Bowen-Thompson Student Union. The rental fee shall be \$200.00 and shall include the following services:

- Availability of a student building manager to assist with event needs
- Preparation of the area by Bowling Green State University Grounds crew and assurance that the sprinkler system and other services including mowing will not disrupt the event
- Access to a standard electrical outlet (additional electrical services may be available for a charge).

Equipment such as tents, tables, and chairs should be arranged for by the client and must be provided by a licensed and insured vendor. The Bowen-Thompson Student Union reserves the right to review these arrangements.

Vehicles are not permitted on grassy areas.

It is strongly recommended that clients reserve an indoor location as a rain site in the event of inclement weather. If the rain site is a space reserved through the Student Union and is subject to room charges, then the client will pay either the room fee or the outdoor space fee, whichever is greater. If the rain site is not a space that the Bowen-Thompson Student Union reserves, then the standard cancellation policy applies.

Reservations are subject to space availability and are contingent upon other University activities. All Bowling Green State University policies apply.

Payment

Any charges incurred for University organization-sponsored events will be billed to the sponsor's accounting code (Fund/ Department/Program). A copy of the bill will be sent to the sponsor following the event. A valid accounting code will be requested at the time the reservation request is received. If the University organization does not have an accounting code, a valid credit card number (MasterCard, Visa, or Discover) must be placed on file with the Student Union. Non-University sponsors are required to pay facility charges in full at the time the facility reservation is made. A reservation will not be considered confirmed until payment is received. Facilities may be held for up to ten business days after the initial reservation is made. If payment is not received by the end of the ten day period, the facility will no longer be considered to be held or reserved, and may be reassigned. A valid credit card number (MasterCard, Visa, or Discover) must be placed on file with the Student Union. No charges will be made to the credit card unless the sponsor fails to pay on time.

Non-University sponsors and University organizations without an accounting code will be billed 10 days before their event for any non-facility event charges, including expected costs for audio-visual (equipment and staffing), special opening, and other charges. Payment must be received at least 3 business days prior to the event. The final bill will be sent within two weeks after the event, and will include any remaining catering charge and any additional charges incurred on-site. This final bill must be paid within 30 days of the date it is issued. Failure to pay within this time frame will result in charges to the credit card number on file.

If an event is cancelled after the facility payment is received, the sponsor may receive a 75% refund of the facility fee provided that notice of the cancellation is received 31 or more days prior to the first date of the reservation. There will be no refund if the cancellation is received 30 days or less before the first date of the reservation.

Facilities, Equipment, and Services Available

Bowen-Thompson Student Union

Meeting rooms within the Bowen-Thompson Student Union are:

Room Number	Room Name	Theater	Conference	Classroom	Banquet
201 A & B	Sky Bank Room	192	60	105	100
201A		108	42	60	60
201B		56	30	24	30
207	Mylander Room	104	48	48	60
208	Family Room	49	30	24	30
306	France Stone Foundation Room		16		
307	Weiss Room		16		
308	McMaster Room	210	72	96	120
309	Reiter Family Room		16		

Room Number	Room Name	Theater	Conference	Classroom	Banquet
314	Buckeye Telesystem/CPS Room	56	30	30	40
315	Anderson Room	56	30	30	40
316	Alumni Room	56	30	30	40
318	Arthur Andersen Room	34	24	18	16

Event spaces within the Bowen-Thompson Student Union are considered to be the following:

Room Number	Room Name	Theater	Conference	Classroom	Banquet
202 A & B	Lenhart Grand Ballroom	1110		594	600
202A	Lenhart Grand Ballroom	765	96	378	400
202B	Community Room	300	96	180	200
206	Theater	246			
228	Multipurpose Room	364	96	192	160

Event space setup includes: tables and chairs in any arrangement, within the capacity of the room, podium and up to eight (8) pieces of staging. Additional staging is available upon request at \$20/piece.

Event spaces will not normally be reserved for regular organization meetings, practices, and/or other regularly occurring activities.

Lounge spaces within the Bowen-Thompson Student Union are normally reserved for public use. However, these spaces may also be reserved for programs and activities appropriate for such spaces. Lounge spaces are as follows:

First floor:

Primrose Family TV Lounge

Second floor:

Ingram-White Castle Foundation Lounge (outside Theater entrance)

Hazel Smith Off-Campus Student Lounge, 220

J. Warren Hall Memorial Lounge, 221

Smith Multicultural Lounge, 222

Mezzanine Lounge

Third Floor:

Dimling Family Lounge

Fourth Floor:

Newlove Lounge

Student Activities Lounge

Black Swamp Pub

The Black Swamp Pub, located on the first floor of the Bowen-Thompson Student Union, is intended to have an environment which encourages social interaction among students, faculty, staff, and guests. Accordingly, activities which occur in the Black Swamp Pub should enhance the social environment.

The Black Swamp Pub may be reserved for meetings or events. Requests should be made through Event Planning and Reservations.

If the reservation request is for a time when the Black Swamp Pub is scheduled to be open, the event must be open to the public. Presentations intended for the benefit of a private group while the Pub is open to the public may not include the use of audio-visual equipment. The Bowen-Thompson Student Union administration and BGSU Dining Services administration reserve the right to approve entertainment planned for times when the Pub is open.

If the reservation request is for a time when the Black Swamp Pub is scheduled to be closed, the event may be open to the public or it may be for a private group. The Black Swamp Pub must be staffed by BGSU Dining Services personnel for the length of the reservation. The sponsor will be charged labor costs for that time. If the sponsor orders food through BGSU Dining Services Catering Arrangements, the separate labor fee may be waived. Private presentations, which may include the use of appropriate audio-visual equipment, may occur when the Pub is reserved for private use.

The Bowling Greenery

The Bowling Greenery is generally open for public business for weekday lunches during the academic year. The Bowling Greenery may be reserved for a private or public event when the restaurant is not open for business. The Bowling Greenery is not available for reservation one hour before and after posted business hours.

Use of the Greenery when the restaurant is not open for business must be booked through Event Planning and Reservations. The event may be open to the public or it may be for a private audience. The event may take place with or without food. If food is requested, arrangements must be made through BGSU Dining and a catering contract will be issued.

The Greenery is not available for Programming events during standard operating hours. Programming events can be held in the Greenery outside of posted business hours. The above policy applies.

Olscamp Hall

Olscamp 101 A & B are considered event spaces, and may be reserved through Event Planning and Reservations. Bowen-Thompson Student Union policies are applicable to Olscamp 101.

Room Number	Theater	Conference	Classroom	Banquet
101A&B	600		288	350
101A	260	84	126	200
101B	300	90	144	200

Prout Chapel

Prout Chapel is a non-denominational facility located on the west side of campus, between Williams and Shatzel Halls. Prout Chapel has fixed seating with a capacity of 156.

There is no charge for the normal use of Prout Chapel by a University student organization, department or organization. For a non-University organization, the fee is \$150 per day.

There is no formal charge for use of Prout Chapel for a private event, such as a wedding. However, a donation of \$150 is suggested.

Academic Space

Event Planning and Reservations reserves classroom space in most academic buildings after classes have been scheduled for the semester. Use of classroom space for academic purposes is arranged through the Office of Registration and Records.

Campus Grounds Use

Designated campus grounds spaces are reserved through the Bowen-Thompson Student Union. The major exceptions 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.

State of Ohio regulations require that a permit be obtained for temporary construction of structures such as tents when the proposed construction has an area in excess of 200 square feet, or a canopy in excess of 400 square feet. The permit must be obtained in advance of the event, and includes a requirement for approval from the fire code official. The client is responsible for obtaining the permit and paying any costs associated with the permit.

The Spirit Rock

The Spirit Rock is located in the grassy area west of Kreischer Quadrangle. The Rock may be painted by only one registered student group or organization per day, and may not be reserved for consecutive days.

Room Rental Rates

The following definitions apply to facilities reserved through the Bowen-Thompson Student Union Event Planning and Reservations office.

University Events: Events sponsored by University departments or organizations (including student organizations) for the primary benefit of the University community. Facility rental charges will not be levied for events of this nature.

Non-University Events: Individuals, groups, and organizations which are not considered part of the University, but who request to use University facilities.

On-Campus Sponsored Events: Meetings, conferences, banquets, etc., which are organized through a Bowling Green State University department or organization, but more than 50% of the attendees are not alumni or current University faculty, staff, or students.

Non-Profit Organizations: Events sponsored by a non-profit, non-University organization may be eligible to receive a discount of up to 50% on facility rates. The organization must be a public, not-for-profit organization. Proof of non-profit status (i.e. 501C3) may be requested prior to approval of the discount.

Alumni, Students, and Employees: Alumni, current students, and current or retired employees of Bowling Green State University are eligible for a 10% discount on facility fees for a non-University event. The discount will be contingent on verification of the status of the requestor.

Table space: Table rental fees are charged for non-University organizations to use the equivalent of one table space (6' x 3'). If additional tables (or the equivalent space) are requested by a vendor or other non-University group or organization, there shall be a charge for each additional table.

Full-day rates are defined as reservation times of more than 4 hours. Half-day rates are defined as reservation times of up to 4 hours. Reservation times include time reserved by the sponsor for set-up and take-down/clean-up, as well as the actual event.

Special rates may be arranged by Bowling Green State University event planning staff for very brief or special use of Bowling Green State University facilities.

The following rental rates are in effect:

		Facility Rates			
		Off-Campus		On-Campus	
		Events		Sponsored Events	
		Full Day	Half Day	Full Day	Half Day
Bowen Thompson Student Union					
101	Black Swamp Pub	\$110	\$73	\$83	\$55
112	Falcon's Nest - north end	110	73	83	55
200D	Ingraham/White Castle Lounge	110	73	83	55
201 A & B	Sky Bank Room	220	147	165	110

		Facility Rates			
		Off-Campus		On-Campus	
		Events		Sponsored Events	
		Full Day	Half Day	Full Day	Half Day
Bowen Thompson Student Union					
201A	Sky Bank Room	170	113	128	85
201B	Sky Bank Room	110	73	83	55
202 A & B	Lenhart Grand Ballroom	850	567	638	425
202A	Lenhart Grand Ballroom (2/3)	650	434	488	325
202B	Community Room	350	233	263	175
206	Theater	340	227	255	170
207	Mylander Room	170	113	128	85
208	Family Room	85	57	64	43
209	Bowling Greenery	110	73	83	55
221	J. Warren Hall Memorial Lounge	110	73	83	55
222	Smith Multicultural Lounge	110	73	83	55
228	Multipurpose Room	400	267	300	200
229	Green Room	60	40	45	30
306	France Stone Foundation Room	60	40	45	30
307	Weiss Room	60	40	45	30
308	McMaster Room	220	147	165	110
309	Reiter Family Room	60	40	45	30
314	Buckeye Telesystem/CPS Room	110	73	83	55
315	Margaret Meilink Anderson Room	110	73	83	55
316	Alumni Room	110	73	83	55
317	Dimling Lounge	110	73	83	55
318	Arthur Andersen Room	85	57	64	43
403	Dick Conference Room	50	33	38	25
407	Parker Conference Room	50	33	38	25
409	Newlove Lounge	85	57	64	43
423	Student Activities Lounge	170	113	128	85
Olscamp Hall					
101A&B		\$550	\$367	\$413	\$275
101A		300	200	225	150
101B		325	217	244	163

		Facility Rates			
		Off-Campus		On-Campus	
		Events		Sponsored Events	
		Full Day	Half Day	Full Day	Half Day
General Classrooms					
	Lecture Hall -- 70-150 seats	\$105	\$70	\$79	\$53
	Lecture Hall -- 151+ seats	210	140	158	105
	Classrooms - air conditioned	55	37	41	28
	Classrooms - non-air conditioned	35	23	26	18
	(Moseley, Hanna, University, South, Family & Consumer Sciences, Memorial, Psychology)				
Bowen Thompson Student Union					
Vendor Tables					
	Vendor table - inside, except Union	\$80			
	Vendor table - outside	105			
	Vendor table - Student Union Lobby	160			
	Additional table(s) or table space	50			
	Vendor table – Student Union Mezzanine (space equivalent to two tables)	325			

Audio-Visual Equipment Usage and Staffing Policies

The Bowen-Thompson Student Union provides audio-visual services in the Student Union and Olscamp 101. Usage and staffing policies are the same in both areas unless otherwise noted.

The Bowen-Thompson Student Union has a variety of audio-visual equipment available for use within the Student Union and Olscamp 101. Requests for equipment must be made at least three business days prior to the event. A client may cancel an equipment order or staffing request up to two business days prior to an event without penalty. Equipment orders or staffing requests cancelled with less than two business days notice will be charged to the client's account at the regular rate, even if the equipment is not used.

Non-University organizations and University academic or administrative departments and organizations will be charged for audio-visual equipment use. Student organizations are not charged for normal usage of equipment. Charges for equipment will be incurred on a per day, per room basis.

The Student Union reserves the right to substitute equivalent or better equipment to provide the same result. If a substitution is made by the Student Union and the equipment used carries a higher rental fee, then the client will be charged for the original equipment requested, and thus the lower fee.

Bowen-Thompson Student Union audio-visual technicians are required when Student Union-owned equipment is used in the Theater, the Lenhart Grand Ballroom, or Olscamp 101. Technicians will also be required in the Multipurpose Room when multiple types of technologies are requested, such as microphones, power point, and/or music. Technicians may be requested for the duration of an event in any other room within the Student Union. Certain types of equipment, such as spotlights and video cameras, require that a Student Union audio-visual technician be assigned to operate the equipment. There will be a per hour charge for technicians in these situations.

Any audio-visual equipment used in the Student Union or Olscamp 101 must be provided by the Student Union. Exceptions will only be given for equipment which cannot be provided by the Student Union, such as DJ systems, production-quality sound and/or lighting, broadcast or reproduction equipment arranged through WBGU-TV, and specialized software programs not owned by the Student Union. Other requests for exceptions may be directed to the Associate Director for Programs and Services or the Coordinator of Event Services.

Clients who bring in their own equipment without prior authorization may be charged by the Student Union for the equivalent Student Union equipment.

Audio-visual equipment required in other buildings must be provided by Classroom Technology Services or other appropriate provider.

Available Equipment and Rental Rates

The following is a list of available equipment, and daily usage rates:

<i>Audio-Visual Rates</i>		
Equipment Rates	<i>Non-University Client Rates</i>	<i>Academic or Administrative Department or Organization Rates</i>
Audio Cassette Dual Stereo Deck	11.00	8.25
Audio Cassette Recorder: Portable	11.00	8.25
Audio Digital Recorder	25.00	18.75
Audio Mixer: 16 Channel	36.00	27.00
Audio Mixer: 4 or 6 Channel	26.00	19.50
Audio Monitor Speakers	42.00	31.50
CD/ Cassette Player Combo	11.00	8.25
Computer: Mac or Laptop, iMac on portable cart	\$40.00	\$30.00
Document Camera	31.00	23.25
DVD	37.00	27.75
Event Lighting: 202, 206, 228	52.00	39.00
Keyboard and mouse (wireless): portable	16.00	12.00
Mic: A-T Wireless Handheld OR Lapel	26.00	19.50

<i>Audio-Visual Rates</i>		
Equipment Rates	<i>Non-University Client Rates</i>	<i>Academic or Administrative Department or Organization Rates</i>
Microphone: Wired Mic or wireless lapel or wireless handheld	\$18.00	\$13.50
Overhead Projector	11.00	8.25
Portable PA Sound System	31.00	23.25
Slide Projector	16.00	12.00
Spotlight with technician (per hour)	31.00	23.25
Streaming Video incoming	78.00	58.50
Telephone: Conference	31.00	23.25
Telephone: Speaker phone	5.00	3.75
VCR	26.00	19.50
VCR/Hi Resolution Monitor: Portable w/ Cart	68.00	51.00
Video Camera w/ Tripod (inc. 1 tape)	52.00	39.00
Video Projector - portable or meeting room	\$ 50.00	\$ 37.50
Video Projector: 202, 228, 206 & Olsc 101	130.00	97.50
Video: Additional VHS tape	11.00	8.25
Video: Mini DV	16.00	12.00
Staffing rates per hour		
Operator	15	15
Supervisor	30	30

Special Services and Charges

Overtime Charges

Overtime charges are applicable to events which require access to the Bowen-Thompson Student Union and/or Olscamp 101 prior to or after posted building hours. Such charges may also apply to events which extend beyond the confirmed reservation time when that extension occurs after posted building hours.

Fees will be charged in accordance with the following schedule:

Early Opening/Late Closing – Student Organization-Sponsored Event	\$40/hour
Early Opening/Late Closing – University-Sponsored Event (non-student organization)	\$50/hour
Early Opening/Late Closing – Non-University Sponsor	\$75/hour

Access Charges

Access charges are applicable when a client needs to obtain access to the Bowen-Thompson Student Union and/or Olscamp 101 prior to or after posted building hours for a purpose such as setting up for an event, cleaning up after an event, having event items delivered or picked up, or similar situations. In these cases, a student staff person will be scheduled so that the client can obtain limited access, but the building will not be open to the public. If the building needs to be open to the public, then Overtime Charges will apply.

Fees will be charged in accordance with the following schedule:

Early/Late Access Fee – Student Organization-Sponsored Event	\$25/hour
Early/Late Access Fee – University-Sponsored Event (non-student organization)	\$35/hour
Early/Late Access Fee – Non-University Sponsor	\$75/hour

Closed Day

Special rates may be in effect for non-University events requesting facilities in the Bowen-Thompson Student Union and/or Olscamp 101 on a day when the Student Union would otherwise be closed, such as some summer weekend days.

The special rate is equivalent to \$50 an hour for a minimum of four hours **or** the regular facility fee, whichever is higher. In other words, a five hour event in the Lenhart Grand Ballroom would pay the regular facility rate, which is \$850. However, a five hour event in room 316 would pay the special rate of \$50 per hour for five hours, or \$250, since the regular facility fee is \$110.

The Student Union may not be able to fulfill reservation requests received less than 30 business days prior to the proposed event, if the proposed event date is a day when the Student Union is scheduled to be closed.

Holiday Scheduling

The Bowen-Thompson Student Union and/or Olscamp 101 will accept requests for days when the building is scheduled to be closed due to a holiday. However, such requests may not be able to be fulfilled.

If such an event request is fulfilled, the closed day rate policy will be in effect. In addition, the client will be charged the applicable overtime rate for the time of the event.

Special Services

Some events may require special services which must be arranged through other University departments. When the coordinating University department charges a fee for that service, the fee will then be billed to the event sponsor. If the event sponsor is a University organization, then fees will be charged directly to the sponsor's accounting code. For non-University sponsors, the Bowen-Thompson Student Union will bill the sponsor for such charges.

Examples of special services for which there is normally a charge include:

- Catering: Charges for catering will be incurred based on the sponsor's contract with BGSU Dining Services.
- Telephone Services: Information Technology Services charges to activate and then deactivate a telephone line. If the sponsor needs to make toll calls, they may do so using a University authorization number, a calling card, or a credit card. If there are toll charges on the line, those charges will be passed on to the sponsor.
- Teleconferences: WBGU-TV charges for satellite downlinks for teleconferences.
- Classroom Technology Services: Audio-visual services outside the Bowen-Thompson Student Union or Olscamp 101 are normally provided by Classroom Technology Services (CTS). Charges for equipment and services will be levied in accordance with CTS's price list.
- Logistics: Special equipment requests may be fulfilled by Logistics. Examples of such requests are for tables outside, or for equipment demands that exceed the inventory of the Bowen-Thompson Student Union. In these situations, rental charges will be levied in accordance with Logistics' price list.
- Security: Charges for special security arrangements will be determined by the Department of Public Safety.
- Parking: There is normally a per-car charge for parking in the Union Main Lot. University organizations may arrange for such charges to be billed directly to an accounting code. Non-University organizations may arrange to be billed for such charges through the Student Union.
- Shuttle: If special shuttle services are requested, arrangements will be made through Parking Services, and billed in accordance with their pricing structure./

Special Facilities and Spaces

Speak Out Area

Bowling Green State University is committed to the ideals and constitutional rights associated with freedom of speech. It is a given that the University, in its entirety, is considered to be an environment where free speech, the expression of ideas and thoughts, and the exchange of opinion occur throughout the campus. For the convenience of our students, faculty, staff, and community members, a specifically designated "speak out zone," is available in front of the Bowen-Thompson Student Union. This area allows individuals or

groups who wish to exercise their free speech rights the greatest opportunity to reach the widest audiences possible. This area is not reservable and is used on a first come, first served basis.

Contact Table Scheduling and Policy

Contact tables in the Student Union are available to registered student organizations, University departments, and approved commercial vendors.

Table space may be reserved for a maximum of 7 days per event or activity per semester. Space is reserved in order of dated requests.

Prospective users of table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failure to cancel a table reservation 24 hours prior to contracted time may result in loss of privilege to use table space, in accordance with the cancellation policy above.

Student organizations sponsoring a commercial vendor must take the reservation request form to the Office of Campus Activities for approval before the reservation request is confirmed.

Failure to comply with contact table policies and/or the reasonable requests of Student Union administration may result in cancellation of the current and/or future contact table reservations.

Policy Governing Use

- The name of the sponsoring organization must be displayed. Signs are to be displayed on T-stands or at the table. Posting on walls, columns, and windows is not permitted.
- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. An organization may have no more than two representatives at the table at any time. Representatives must stay behind the table or within two feet of the front of the table.
- Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the building.
- Commercial literature may not be distributed in the building unless approval has been received from Student Union management.
- Literature, promotional items, or other 'giveaways' may only be distributed from contact tables located in the Student Union. All literature distributed must clearly identify the sponsoring organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- Activities such as the signing of petitions or sale of items may only take place at a contact table.
- Credit card solicitation is not permitted.

- The use of any audio-visual equipment must be approved in advance by Student Union administration. Audio-visual equipment may only be used in the designated space.
 - The use of audio-visual equipment with sound (including TV, VCR, DVD, CD or tape player) will be limited to a maximum of one contact table per day. Requests for the use of such equipment must be made no later than one business day before. The volume must be kept at a reasonable level, as determined by Bowen-Thompson Student Union staff.
 - The use of audio-visual equipment without sound may be used as space is available. Requests for the use of such equipment must be made no later than one business day before.
- Contact tables and chairs must remain in designated area.
- Student organizations may sell items which are not in direct competition with items sold by the BGSU Bookstore, BGSU Dining Services, or other service areas of the Bowen-Thompson Student Union. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by Student Union administrative staff.
- The sale or distribution of any material that is racially or sexually offensive to members of the Bowling Green State University community will not be approved.
- The sale or distribution of food items, including baked goods, drinks, candy, etc., is subject to approval by the Bowen-Thompson Student Union Director, or the Director's designee. Other approvals may also be required, depending on the nature of the items offered.
- If raffle tickets are sold at a table, payment may only be made in cash or check; no Bursar charges are permitted. Also, no cash prizes may be raffled. Prizes may include gift cards, gift certificates, and items such as clothing, CD's, music player, etc.
- The tables west of the Information Center (near Wendy's) may be reserved for programs or sponsored vendors only.

Vendor Use of Contact Table and Other Reservable Space

Persons not affiliated with the University may not engage in sales or solicitation among the general University population while on University property unless prior approval has been received.

Only Bowling Green State University organizations may vend or sponsor outside vendors. Sponsors may be departments, registered student organizations, or campus organizations.

No vending or solicitation may take place on campus until the Bowen-Thompson Student Union has approved the Vendor Application, and received a completed vendor application, a signed copy of the vendor reservation form and the daily space rental fee, if applicable.

Vending of food items must be approved by the Bowen-Thompson Student Union and BGSU Dining Services.

Vending of non-food items must be approved by the Bowen-Thompson Student Union.

Credit card vendors are not permitted on campus, with the exception of credit cards sponsored by Bowling Green State University.

Requests are subject to space availability. When dates have been approved, a confirmation will be sent. Full payment must accompany the signed/returned confirmation. There will be no refunds.

Sponsored vendors must have a signed agreement with the registered Bowling Green State University organization that is sponsoring them, in addition to the Vendor Application & Agreement and reservation form as required by the Bowen-Thompson Student Union and the Office of Campus Activities. All forms must be on-site and presented upon request.

Vendors must comply with Bowling Green State University and Bowen-Thompson Student Union policies, including those policies related to solicitation and the use of Student Union contact tables.

Bowling Green State University reserves the right to limit the number of vendors on campus daily. In addition, Bowling Green State University will not grant any vendor campus exclusivity. Bowling Green State University reserves the right to reject any or all vendors as its interests may require.

For space reserved on the Education Steps or in University Hall, maximum space for vendor displays is limited to no more than two eight-foot tables and two display racks. Free-standing display racks may be used upon approval. It is the responsibility of the vendor or the sponsoring organization to provide the tables.

Space inside the Bowen-Thompson Student Union is limited to two tables that will be provided; free-standing display racks are not permitted.

Vendors must contact Parking Services (419-372-2776) to obtain the necessary on-campus parking permit. Payment for violations of Bowling Green State University parking regulations is the responsibility of the vendor.

Vendors must abide by fire regulations and keep all building traffic lanes clear.

Advertising efforts and costs are the responsibility of the vendor.

The vendor is responsible for all applicable taxes.

Mezzanine Space

Space in the Bowen-Thompson Student Union mezzanine area is available for programming and vendors appropriate for the space. This space is located on the north wall, and allows for two 6' tables in that area. Only one activity at a time will be permitted due to space limitations. Use of audio-visual equipment is limited so as not to interfere with other events

and functions of the Student Union. Other policies related to vendor use of reservable space apply.

Banners Inside the Student Union

There are four designated banner spaces inside the Bowen-Thompson Student Union for advertising. They are located by the clock tower entrance, two facing east and two facing west. Only registered student organizations are permitted to hang banners in these designated, reservable spaces.

Banner space may be reserved in the Bowen-Thompson Student Union, Administrative Office. Banner space may only be requested to advertise an event open to the entire campus. Banner space can be reserved for a maximum of one week (7 consecutive days) per event and in only one location at a time. Banners cannot be moved around during the week.

The requesting organization is responsible for making the banner. The Student Union does not provide materials required for this purpose. Banners must be no longer than 8 feet and no taller than 3 feet. Banners must list sponsoring organization, time, date, and place of event.

The Bowen-Thompson Student Union has the right to deny banner space if the banner 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, or the Director's designee.

University departments or organizations that want to display a banner may do so in a designated banner space by the Clocktower entrance, facing north. The request is subject to the approval of the Director of the Bowen-Thompson Student Union, or the Director's designee.

The Bowen-Thompson Student Union is not responsible for any banner that is lost, stolen or damaged.

Banners Outside the Student Union

A registered student organization or University department may reserve one outside banner location for a maximum of one-week (7 consecutive days) per event. Banners must be secured with rope and must be removed by the sponsor at the conclusion of the reservation period, or following the event. Banners must be no larger than 54" X 75" (a full-sized flat sheet). The rope used must be visible to pedestrians. Fish line, bailing twine, or other thin string or wire may not be used. The event must be open to the entire campus. The banner must display the name of the sponsoring organization, time, date, name, and place of event.

Banner space may not be used by non-University organizations.

During USG elections, each candidate or slate is limited to one outside banner reservation.

Banner locations reserved through the Bowen-Thompson Student Union are as follows:

Business Administration – Room for three banners at grouping of trees along the south side of the BA building.

Moseley Hall – Room for two banners; one at grouping of trees at northeast corner of Moseley Hall, and one at the southeast corner of Moseley Hall (near University Hall).

Union Mall – Room for three banners. Banners are to be hung between two trees.

Eppler Hall – Room for two banners; one at the southeast corner of Eppler, the other on the west side of Eppler.

The Bowen-Thompson Student Union is not responsible for any banner that is lost, stolen or damaged.

Window Splash

The west entrance (mezzanine) windows and Pub windows (facing the outside or the interior windows adjacent to the Pub entrance) have been designated as locations for window splash events. Only registered student clubs and organizations are permitted to conduct window splash events in the Student Union. Requests for a window splash event should be directed to the Director of the Bowen-Thompson Student Union, or the Director's designee. Requests will only be considered for window splashes held in conjunction with campus-wide events.

If approved, the window splash may be scheduled for up to one week. Window splashes may be put up any time after 12 pm on Monday and must come down by 9 pm on the following Sunday. Failure to properly remove the window splash by the designated time will result in a \$30 charge for the sponsoring organization. The sponsoring organization will provide all the paint, brushes, drop cloths, and other materials needed. Only water-based paint may be used. The Student Union will provide materials needed for cleaning the windows for use by the sponsoring organization. The Student Union must approve all plans for painting the windows, including supplies to be used, and for cleaning the windows at the conclusion of the window splash.

An organization may reserve up to 4 window splashes per semester.

Any damages to Student Union property or equipment, or any additional cleaning required, will be billed to the sponsoring organization.

Event Related Policies

Reservation Times

Facilities are available for the specified event time. Clients are asked to request any needed set-up or take-down time as part of their reservation. A request from a client to enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied.

End-of-Semester Events

No meetings or activities are permitted from 5 p.m. the Friday before each week of final exams through the end of the final exam period. This includes programs sponsored by student organizations and campus departments.

Liability/Insurance

Bowling Green State University requires all organizations that are not sponsored by the University to procure and maintain in full force during the term of the agreement, a policy of General Liability insurance with a minimum limit of liability of not less than \$1,000,000 per occurrence. A certificate of insurance evidencing the required coverage must be filed with the Bowen-Thompson Student Union Event Planning and Reservations office at least 10 working days prior to the event. The certificate must name Bowling Green State University as an additional insured for claims involving bodily injury or property damage arising from the event. For any non-affiliated university groups or organizations, special event insurance can be purchased to meet this requirement. A list of companies that write this coverage is available upon request from the office of Risk Management. Rates vary depending on the type of event and number of participants. Failure on the part of the Lessee to maintain the required insurance in no way relieves the Lessee from the financial consequences associated with liability for the event.

Special Security Requirements

Generally, paid security is required at large-scale events or events that may lead to the disruption of the University environment. Examples include events where alcohol is available, events with non-Bowling Green State University students in attendance, events occurring during late evening hours, events open to the campus community, and events with a history of large attendance. The Department of Public Safety will determine the need for paid security, and the number of officers required, if any.

Rain Sites

When an event is planned in an outdoor location, clients should consider reserving an indoor location as a back-up site in case of adverse weather conditions. At the time the rain site is confirmed, the client and Event Planning and Reservations will agree on a time when the

client will decide on the actual location for the event. In agreeing on a time for the decision, the following factors will be taken into consideration:

- What services are needed for the event? This includes services provided by the Student Union as well as Catering, Logistics, CTS, Grounds, and other appropriate services.
- What is scheduled in the rain site room prior to and after the event?
- Is special staffing required to provide the services needed for the rain site room?

Failure to inform Event Planning of the actual location by the agreed upon time may result in staffing charges being billed to the client.

Clients are encouraged to include the rain location in all advertising for the event, and to make plans to inform guests about the actual location when it is decided.

Late Night Event Policies

Bowling Green State University supports co-curricular programs because they promote students' learning, growth, and development. Late night programs contribute to the institution's educational mission by providing alternative, on campus events for students that do not involve alcohol. Furthermore, planning a late night event provides students with opportunities to learn about event management, financial planning, and advertising. To promote student learning consistent with the Core Values of Bowling Green State University, the University Learning Outcomes and to create a safe environment for these programs, BGSU has adopted a Late Night Event Policy. This policy applies to all indoor and outdoor events that conclude after midnight. To register a late night event, the Late Night Event checklist must be obtained at least one month prior to an event in the Office of Campus Activities.

1. The event must be registered with the Office of Campus Activities, 401 Bowen-Thompson Student Union. The sponsoring organization hosting a late night event must follow all procedures as outlined in the Late Night Event checklist. The Late Night Event checklist must be completed in its entirety at least two weeks prior to the scheduled late night event.
2. The organization must be in financial good-standing with the University in order to host an event.
3. The sponsoring organization must contract with the BGSU Department of Public Safety, if security is required. Determination of the number of officers to be present at the event is based on the size, nature, location and past history of the event and is determined by BGSU Police.
4. Additional staffing, including but not limited to BGSU Police, undergraduate staff, and/or facility managers from facilities/offices, such as the Perry Field House, Bowen-

Thompson Student Union, and/or Fraternity and Sorority Life may be required at late night events and paid for by the sponsoring organization.

5. Alcohol is prohibited at late night events unless approved prior to event and then only in designated areas.

6. Inappropriate behavior including, but not limited to, the consumption or possession of alcohol and illegal drugs, fighting and other violent behavior will not be tolerated and the continuation of the event will be at the discretion of BGSU Police, staff, facility managers or the sponsoring organization. Inappropriate behaviors will be investigated and adjudicated under the Code of Student Conduct and/or the laws of the state of Ohio.

7. The sponsoring organization is responsible for the cost of repairing or replacing all damages, including but not limited to furniture repair or replacement, gum removal, extra custodial services, and structural damages to the premises as a result of the event.

8. Failure to adhere to the expectations, procedures and protocols outlined in the Late Night Event checklist and pre-event planning meetings may result in the event being cancelled or postponed.

Games of Chance

In accordance with Ohio liquor laws, there are some restrictions for any games of chance conducted on the premises of facilities which hold a liquor license. These restrictions include, but are not limited to, a prohibition on any craps or roulette games.

Organizations planning events such as a casino night must have prior approval for the event from the Student Union.

Decoration Policies

1. Fire regulations: In planning and setting up decorations, the sponsor must comply with the following state fire regulations.
 - a. All decorating materials used must be fireproofed or fire retardant.
 - b. No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, aisles, stairwells or exit routes. All exits must be free of barricades.
 - c. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated or covered or obstructed in any way.
 - d. Any extensive electrical power must be approved by the Bowen-Thompson Student Union.
 - e. Caution must be taken to keep all paper or cloth free from light fixtures.
 - f. Straw, hay, leaves, corn shocks, dry vegetation, water, sand, or gravel cannot be used in decorations in any building.

- g. Live or cut trees are not permitted in University buildings.
 - h. The use of candles, incense, lanterns, oil lamps, and other devices with open flame is subject to approval by the Bowen-Thompson Student Union and the University Fire Safety Officer.
2. No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape.” Floor tape will be provided upon request. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings.
 3. Any freestanding decorations, i.e., panels, must be stable in nature and lightweight in construction.
 4. No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, tables, etc.
 5. Any decorative lights used inside the building must be “miniature” types.
 6. No glitter or confetti (plastic or paper) may be used.
 7. Smoke machines (or similar devices emitting visible gas vapors) may not be used.
 8. Painting is prohibited. Everything must be painted prior to being brought into the building.

NOTE: Though construction of decorations (carpentry) is not restricted, all organizations are expected to work with caution and care to assure that the area is not damaged in any way.

9. None of the windows in the Bowen-Thompson Student Union may be covered with paper, paint, or other materials. There are two exceptions. An exception is given for Sic Sic in the use of their spirit posters. An exception is also given for approved Window Splash events in compliance with Student Union policy.
10. Decorations which require staff assistance from the Bowen-Thompson Student Union will be billed to the event sponsor on the basis of labor, supplies, and equipment rentals. This includes, but is not limited to, requests to hang decorations from a ceiling. Prior arrangements must be made with Event Planning and Reservations to ensure that staff is available for such requests.
11. Decorating plans not addressed within this policy should be reviewed by the Bowen-Thompson Student Union staff prior to the event.
12. Violation of any of these policies may result in suspension of facility reservation privileges for the semester.

Damages and Cleaning

Any damages done in connection with a meeting, event or other scheduled activity will be repaired by the Bowen-Thompson Student Union, and the sponsor will be billed for all costs incurred on the basis of labor, supplies, and equipment rentals as required for repairs or replacement. Similarly, excessive cleaning charges will be billed to the sponsor on the basis of labor, supplies, and equipment rentals.

Storage

The Bowen-Thompson Student Union is not responsible for items left in the building, and storage space is not normally available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

D. STUDENT EMPLOYEES

Eligibility

To be employed as a student employee in the Bowen-Thompson Student Union, an individual must be enrolled as an undergraduate (six credit hours) or graduate student (four credit hours) at Bowling Green State University.

To be eligible for employment, the student must be registered for classes in the upcoming semester or be registered for summer classes.

Hiring Policy

Bowen-Thompson Student Union hiring takes place throughout the year. However, the majority of the hiring process occurs in the spring. The professional staff serves as the screening, interviewing, and hiring group for prospective student employees. Students with unfavorable criminal or campus disciplinary records may be removed from the screening process, and therefore may not be employed by the Bowen-Thompson Student Union.

Student Employment Process

If the student has not been previously employed on campus, he/she must be hired electronically or return a completed Student Employee Hire form to the Student Employment Office, Math Science Building, with a social security card or birth certificate. Students must comply with all applicable policies and procedures of the Student Employment Office.

Training

Training/Orientation sessions will be held in the fall for both new and returning employees. These meetings are mandatory. Periodic training sessions will be held throughout the year as in-service training or staff development. Employees will be compensated for attending all training

Training hours will be considered as part of the employee's maximum forty (40) scheduled work hours per pay period (2-week). Failure to participate in the fall orientation program will result in termination of employment, unless the absence is approved in advance by the Student Union Director, or the Director's designee.

Evaluations

All employees will be evaluated each semester. These evaluations will be important in terms of references, letters of recommendation, promotions, continued employment, and one's personal development. A signed copy of each employee's evaluation will be kept on file, and will be a part of that employee's permanent record.

Conduct While on Duty

Along with the ***Basic Job Expectations*** found above, employees of the Bowen-Thompson Student Union are expected to do the following:

- Bowen-Thompson Student Union employees are responsible to their direct supervisor as well as to other supervisory staff within the professional staff of the Student Union. Employees will assist customers and enforce policies established by Bowen-Thompson Student Union and/or Bowling Green State University.
- Employees should be courteous and use tact when handling problems. Most problems can be solved through listening, discussion, and explanation.
- When employees are not on duty, no special privileges will be extended to anyone regarding guests, reservations, or using the facilities when not open.
- Employees should always be alert for any situation that may be dangerous to the customers and try to eliminate the danger.
- All employees should be willing to search for and pick up loose paper, articles of clothing, juice bottles, cans, and other items found in the facility. A clean environment is important to the overall operation.
- Employees should take down any posters or signs not on a bulletin board or without Bowen-Thompson Student Union approval.
- An important responsibility is to curtail the misuse of the facility. Employees should inform the customers who are misusing the facility as to the manner of misuse, and in what manner they should correctly use the facility.
- Employees are expected to be familiar with Bowen-Thompson Student Union rules and regulations and other items discussed in staff meetings.
- Employees should report any maintenance or custodial needs to the Student Union Administrative Office or to their area supervisor. It is essential that all items needing attention be reported so that repairs take place immediately.
- Breaks should be taken in the designated area.
- Reading may be permitted, depending on the work area. This determination will be made by each area supervisor. If reading is permitted, it must not affect an employee's responsiveness to the facility and its customers.
- Employees are asked not to congregate at the Information Center area. This inhibits customers from approaching the desk and seeking our assistance.
- Excessive socializing (with customers or other employees) is prohibited.

Student Employee Advisory Committee (SEAC)

The SEAC is designed to give students a chance to make recommendations on policies, procedures, and the overall student employment program for the Student Union. Each area of student employment in the Union (Info Center, Custodial, Building Services, A/V Services, Office Assistants, Maintenance, Building Managers) has one representative to make sure that every area has a chance to voice an opinion. Each EAC meeting is attended by the Assistant Director for Information Services. The EAC meets at least once per month, but may meet more frequently if the membership decides it is necessary.

Student Employee Handbook

For more information, refer to the Bowen-Thompson Student Union Student Employee Handbook.

E. FOOD AND BEVERAGE USE ON CAMPUS

Student Organizations Campus-wide Food Service Policies

General Policy Statements

Any food served to the public on the BGSU campus must be managed according to BGSU's safe food handling policies. These policies can be found at:

www.bgsu.edu/offices/envhs/page14104.html

Any event where food is to be sold or requires a donation must be evaluated by a designated University sanitarian to determine if a temporary food service license must be purchased from the Wood County Health Department for that event.

When BGSU funds are being used to purchase food/beverages, BGSU Dining Services (Dining) must be used to provide this service. Dining requires all food/beverage orders be requested no later than two weeks (10 working days) prior to the event date. Dining has the right of first refusal if it is unable to provide the requested service. Other Dining outlets can be used for more spontaneous food/beverage needs, but the Dining catering office housed in the Student Union must be the first office contacted. If the food/beverage request is made at least two weeks prior to the event date, it is the intent of Dining to work with each recognized student organization to determine, if possible, appropriate discounts.

Registered student organizations may use funds they have raised, or nonappropriated, or non-University provided dollars to purchase food from an outside vendor by having the Office of Campus Activities indicate the availability of these self-raised funds on the Standard Food Policy Exception Form. However, all Student Organization Campus-wide Food Service Policies must be followed and a Standard Food Policy Exception form must be completed no later than two weeks prior to the event.

If an event involves a request for food brought in from a source other than BGSU Dining Services, a Standard Food Policy Exception Form must be processed. The exception will not be approved unless all required signatures are secured two weeks prior to the event.

The approval of the food service exception is the responsibility of the facility manager(s) of the specific facility/area where the service is being provided and/or facility manager(s) responsible for the reservation of that area. The facility manager(s) may require signatures from additional areas, such as BGSU Dining Services. Facility manager(s) are:

Bowen Thompson Student Union, Olscamp Hall, Prout Chapel, and Event Planning Spaces	Director, Student Union and Director, BGSU Dining Services
Athletic Facilities	Assistant Athletic Director
Recreational and Wellness Facilities including Ice Arena Lounge	Associate Director, Recreational Sports
Mileti Alumni Center	Director, Alumni Affairs
Residence Halls	Hall Director
Greek Housing	Greek Affairs Coordinator

Bake Sale Policies

The following policies are provided by Environmental Health and Safety for the serving and/or selling of baked goods (nonperishable). Such items include, but are not limited to: cookies, brownies, pastries (non-cream or custard filled), date bars, and crispy-rice treats.

Baked goods such as cream pies or cream-filled pastries are considered perishable and must follow perishable food handling guidelines. Such items would not be approved as a part of a bake sale proposal by a student organization unless the perishable food guidelines are also followed.

- Cover all food to be served/sold.
- Label all packaged food items with a listing of the main ingredients.
- Store food, cups, napkins, etc. off the floor or ground.
- Use clean dispensing utensils (tongs, napkin) to dispense food or have all food items individually wrapped.
- Avoid the use of extension cords.
- Provide a container for trash.
- Clean all spills and remove debris as necessary.
- Properly clean area after sale.

If food is to be prepared by individuals within the sponsoring group, it is recommended that a list be developed which identifies the individual who prepared a particular food item.

If donated products are used for a bake sale, then the Donated Food Policies also apply.

Standard Food Policy Exception form must be filled out at least one week in advance.

Questions regarding these policies should be directed to the BGSU Department of Environmental Health and Safety.

Cookout Policies

Residential units (specifically Greek housing and the French House) with current Ohio Department of Health food service licenses are permitted to grill food outside, within reasonable proximity to that unit, for the consumption of those in that unit and invited guests.

Other cookouts, open to the public and not covered by the above (food service license ownership), must follow the Student Organizations Campus-wide Food Service policies.

Donated Food Policies -Standard Food Policy Exception Form required

Donated food must come from and be prepared by a food service vendor licensed through the Ohio Department of Health. Depending on amount, food should be delivered in incremental times and maintained at safe temperatures.

Standard food handling policies must be followed at all times. These standard food handling policies can be found at www.bgsu.edu/offices/envhs/page14104.html The liability factor of donated food may fall on the University student organization sponsoring the event.

Examples of low risk and high risk donated food products include:

Low Risk Foods: bagels, baked goods, pies (no cream), cakes, packaged snack foods, canned soda, bottled water, candy, popcorn, non-processed fruit and vegetables

High Risk Foods: pizza, subs, sandwiches, salads, any food that contains protein, milk, eggs (non-cooked), cream pies

Standard Food Policy Exception forms must be signed off by the student in charge, the organization's advisor, facility manager, and BGSU Dining Services (if applicable) before reservation is confirmed.

Outside Catering Policies - Standard Food Policy Exception Form required

Policies for Catered Events on Campus Utilizing an Off Campus Source

All catered events from an off campus source being served on or brought onto campus (which includes meetings, workshops, events, etc.) regardless of location, must first be approved by the facility manager in charge of that location.

If approved by the facility manager, review of this outside catering function must occur by the BGSU Department of Environmental Health and Safety and BGSU Dining Services, and a Standard Food Policy Exception form be processed. (See listing above for specific facility managers.)

Failure to Comply

If an organization is found to have brought in outside food/beverages without prior authorization, University clients will receive a written warning.

Upon a second such occurrence, student organizations will lose reservation privileges in the Bowen-Thompson Student Union and Olscamp 101 for the remainder of the semester. Existing reservations will be reassigned to an academic facility other than Olscamp Hall, where appropriate.

For University clients other than student organizations, each additional occurrence may result in charges equal to one-half of the full facility rate.

Alcohol Service

The Bowen-Thompson Student Union holds a liquor license which allows for sale of alcoholic beverages in designated areas, as well as catered events in the Student Union and Olscamp Hall. The provision of any alcoholic beverage is strictly governed by state and local liquor laws. In accordance with these laws, individuals cannot bring alcoholic beverages into the Student Union or Olscamp Hall at any time.

Alcohol at Catered Events

Arrangements for alcohol service at a catered event must be made through the Office of Catering Arrangements. All alcoholic beverages and catering staff will be provided as part of the event contract. Alcoholic beverages are not permitted outside the boundaries of the locations where it is being served.