

## **University Operations Policies**

### **Postal Services Policies**

Student mail is handled by the Campus Post Office from all carriers. BGSU has a unique zip code, 43403, and all USPS mail with this zip code will be delivered to campus. Student mail must be addressed with a full, formal name and residence hall address, including room number.

Paper mail, such as envelopes and magazines, is delivered to the front desk of each residence hall each day Monday – Friday. There is no pickup of USPS mail on Saturdays or University Holidays.

Packages, and items with tracking numbers, from all carriers, including USPS, UPS, and FedEx, will be processed daily Monday through Friday at BGSU Postal Services and delivered to the Package Pick-Up area inside Falcon Outfitters on the 1<sup>st</sup> floor of the Bowen-Thompson Student Union. Overnight UPS and FedEx packages will also be processed on Saturdays. Please visit our website at [www.bgsu.edu/postal](http://www.bgsu.edu/postal) for additional details.

The Campus Post Office accepts mail on behalf of residential students. Mail is then disseminated per the process outlined on the Postal Services website. It is the responsibility of the student to ensure the mail they are receiving does indeed belong to them. Students are responsible for immediately returning any mail items received in error or which are not addressed to them. This includes both paper mail placed in the student's mailbox in error, or packages miss-assigned or miss-delivered to the student. Mail received in error can be returned to the front desk of the residence hall for return to the Campus Post Office or to the Student Package Pick-Up Area inside Falcon Outfitters in the Bowen-Thompson Student Union.

### **Parking Services Registration Policy**

The University requires the registration of any motor vehicle when such vehicle is parking on any property owned or leased by the University. Motor vehicles parking on University-owned or leased property must be registered with the appropriate state or government agency and display that current license plate. For the most up to date information, please visit [www.bgsu.edu/parking](http://www.bgsu.edu/parking).

### **Vehicle Registration Policy**

Vehicle registration is available online through the student's MyBGSU account for students, faculty, and staff and at the Parking office for guests. Within the MyBGSU account, a student, faculty, or staff may register for a permit, add vehicles, and appeal citations.

### **Visitor Parking Policy**

Visitors are subject to all parking regulations. After purchasing time visitors may park in any metered/pay & display space without displaying a BGSU parking permit. An appropriate parking permit must be displayed when parking in any space other than a metered space. Visitors may obtain a parking permit from Parking Services located in room 001 College Park, 419-372-2776. A free visitor shuttle service is available, originating at the Visitor Information Center at the main campus entrance and going to various locations on campus. Information regarding the shuttle service is available at [shuttleservice@bgsu.edu](mailto:shuttleservice@bgsu.edu) or by calling 419-372-0236. Visitors who ride the shuttle may park in Lots 20 and 13 adjacent to the main campus entrance, no permit is necessary.

### **Parking Assessment/Appeals**

The registered driver, or registered student in possession of the vehicle, or employed faculty/staff member, or owner will be held responsible for all parking assessments issued to the vehicle.

An undergraduate student has the right to appeal a parking violation through the Undergraduate Student Government Procedures and Appeals Board within 10 days after the issuance of the ticket. A faculty/staff member or graduate student has the right to appeal a parking violation through the Faculty/Staff Parking Appeal committee within 10 days after the issuance of the ticket.

### **Space and Facilities Reservations Including Use of Campus Grounds Policies**

#### **A. General Policy**

The University reserves the right to determine the time, place and manner of use of space and facilities so as not to interfere with the mission and regular operation of the institution. To this end, no programs and/or events may be held beginning at 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. The use of University facilities and grounds must at all times conform to the following regulations and to local, state and federal laws.

#### **B. Reservation Requirements**

Reservations must be made for University facilities and grounds that are available for scheduling. Requests for reservations will be granted in accordance with the priorities of the designated area. All requests must be made to the appropriate office. An authorized representative must sign or verbally communicate department or student organization requests.

#### **C. Procedure and Priorities for Designated Facilities**

For use of the following facilities, the designated office should be contacted, and the appropriate procedures provided by that office should be followed:

a. **Bowen-Thompson Student Union**

Contact: 231 Bowen-Thompson Student Union Conference & Event Services/Administrative Office, 419-372-9000. Priority for use of space in the Bowen-Thompson Student Union is given to major institutional programs and activities.

b. **Academic Buildings**

Contact: 231 Bowen-Thompson Student Union Conference & Event Services/Administrative Office, 419-372-9000. Registered student organizations may request the use of space in academic facilities for specific purposes. These purposes may include, but are not limited to, regular meetings of honorary or professional organizations, lectures, seminars, workshops and specific programs. Classes scheduled in academic buildings shall take precedence over use of the space by organizations. The space requested will be assigned if: (1) the intended use is in keeping with the educational purposes of the University; (2) the intended use does not conflict with use by academic programs or academic organizations; and (3) the space has not already been reserved by another organization. If the majority of the attendees are not current students or staff of the University and/or anyone is providing any type of payment in order to attend or participate in the event, then, the space(s) requested will incur facility and/or additional event charges.

c. **Residence Halls**

Residence Halls are facilities that house students. As such, students have a certain right to and expectation of privacy, safety, and security. For this reason, the Office of Residence Life has a limited number of spaces that are available for reservation by University-recognized student organizations, offices, and residential students only. These spaces are located in publicly accessible areas of the residence halls. Areas located in secure residential corridors are not available for use by University-recognized student organizations or offices. Spaces in Residence Halls may not be utilized for sleep overs. Other limited exceptions to the Residence Life Space Reservation policy may be made with approval from the Director of Residence Life or her/his designee. No area in a residence hall is available for use by groups not affiliated with the University without the approval of the Director of Residence Life.

To review the full policy, available space, reservation agreement, or to make a reservation, please visit the Office of Residence Life's website at <http://www.bgsu.edu/residence-life/forms-and-resources.html> and choose Hall Space Reservations.

Offenhauer Tower West, 11th Floor

The 11th floor of Offenhauer West has a conference room and large activities room, which may be partitioned. The same priority and rules as set forth for residence halls above apply.

Contact: Offenhauer Towers front desk, 419-372-2898

d. **Dining Centers**

Contact: University Dining Services catering/space arrangements manager, 419-372-6951.

Priority for use of space in dining facilities is given to programs and activities which are conducted by University Dining Services. Rental fees may be assessed for use of all facilities. Most events sponsored by corresponding hall governments and student organizations will not be charged a rental fee for space.

e. **Prout Chapel**

Contact: 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000

Prout Chapel is available for certain student organization meetings and ceremonies, in accordance with the policies which have been set forth for that building. These policies are found in 231 Bowen-Thompson Student Union Administrative Office

f. **Eppler Hall Gymnasiums**

Contact: School of Human Movement, Sport & Leisure Studies, 119 Eppler Center, 419-372-7234

The Eppler North and South Gyms are utilized by the School of Human Movement, Sport & Leisure Studies for classes and other instructional purposes, and are also used by Intercollegiate Athletics. They are available on a limited basis for department and student organization use.

g. **Intercollegiate Athletics Facilities**

Doyt L. Perry Stadium, Anderson Arena, Whittaker Track, Steller Baseball Field, Cochrane Soccer Field, Keefe Tennis Courts, BGSU Softball Complex, and athletic practice fields are owned and maintained by the University for the primary use, and benefit of, the intercollegiate and select recreational programs of the University, of allied non-University athletic activities consistent with such programs, and of official academic and special events of the University, as well as student life events. The use of these facilities shall be limited to these purposes unless otherwise authorized by the Office of Student Affairs. Doyt L. Perry Stadium & Athletic Complex, Anderson Arena, Whittaker Track, Steller Baseball Field, Cochrane Soccer Field, Keefe Tennis Courts, BGSU Softball Complex, and athletic practice fields. Contact: Facility Coordinator, Department of Intercollegiate Athletics, 419-372-2401

h. **Spirit Rock**

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

Contact: 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000.

i. **Recreation and Wellness**

The Student Recreation Center, Perry Field House, Forrest Creason Golf Course, Ice Arena, intramural fields (located east of Mercer Road), and Offenbauer tennis courts (located adjacent to the Offenbauer Towers parking lot) are intended primarily for student recreational and instructional use on an organized group and individual basis. Recreation and Wellness schedules the use of these facilities.

The Student Recreation Center includes all facilities within the Recreation Center (Cooper and Andrews pools, multipurpose and other rooms, weight rooms, racquetball, handball and squash courts, track, indoor basketball courts), as well as the outdoor sand volleyball court and deck area adjacent to the Recreation Center and outdoor basketball courts between the Kreisler and Harshman Quadrangles.

The Perry Field House includes the indoor track, Jack Gregory Turf Room, Activity Room and Meeting Room. It is a multipurpose facility used for classes, athletics, intramural and sport clubs as well as being available for informal activity.

Student Recreation Center - Contact: Associate Director of Recreation and Wellness/SRC, 419-372-2711

Perry Field House - Contact: Associate Director of Recreation and Wellness/PFH, 419-372-9900

Intramural Fields - Contact: Assistant Director of Recreation and Wellness/IM, 419-372-2464

Forrest Creason Golf Course - Contact: Director, 419-372-2674

j. **Performance Venues: Moore Musical Arts Center (MMAC) and Wolfe Center for the Arts (WCA)**

The MMAC houses the College of Musical Arts at Bowling Green State University and the WCA houses the Department of Theatre and Film. These facilities function as academic units primarily for scheduled musical and theatrical events, to include recitals and performances presented by students and faculty within these Departments/Colleges. To schedule an Event in these facilities, outside of those events within these Departments/Colleges, contact the Conference & Event Services (231 Bowen-Thompson Student Union) at 419-372-9000. Usage Fees will apply for each Event as this is not a General Use Facility.

k. **Mileti Alumni Center**

The Mileti Alumni Center, located on the southeast corner of Mercer Road and Alumni Drive across from the Harshman Complex, houses the Offices of University Advancement, Alumni Affairs and Development. It is used primarily by these areas as well as the BGSU University Foundation Inc. A large multi-purpose room is available on a limited basis for department and student organization use.

Contact: Director of Alumni Affairs, 419-372-2424

D. **Campus Grounds Use**

1. Departments, student organizations or groups outside the University desiring to use campus grounds must complete an application for grounds use. Grounds use request forms are initiated in the 231 Bowen-Thompson Student Union Administrative Office, 419-372-9000. Each use must be requested in this manner. Campus grounds located adjacent to residence halls or small group living units are reserved through the Office of Residence Life (see paragraph 8 below).
2. Application for use of designated campus grounds must be made in the 231 Bowen-Thompson Student Union Administrative Office at least ten (10) University working days before the date of the use.
3. Selected grounds areas (other than those described above) are available for activities that are sponsored and approved by University departments and registered student organizations. Academic use by departments and colleges has priority, and assignments may be changed or cancelled if conflicts with regular academic programs develop. Grounds adjacent to academic buildings are not normally reservable when classes are in session, or if the activity taking place will disrupt academic or other operations of the University.
4. The Director of the Bowen-Thompson Student Union or a designee will review all applications for grounds use, except for those listed in paragraph 8 below. If necessary, the Director of the Bowen-Thompson Student Union will meet with or contact the representative of the organization applying for use of campus grounds to resolve any questions concerning the request, and to determine the propriety of the particular use.
5. In reviewing grounds-use applications, only grounds-use requests which are consistent with applicable University regulations as well as local, state and federal laws will be approved.
6. When the application for grounds use is granted, it shall specify the boundaries of the areas to be used, the date for which the use is approved, the time at which the reservation for the use expires, and any special provisions concerning the use of the space.
7. Departments and student organizations, as well as any organization outside the University which are granted the use of specified campus grounds are subject to the following requirements:
  - a. Use of amplification equipment must be in accordance with regulations found in part F of this document.
  - b. No structure may be erected on campus grounds without prior written approval. The approval must be secured at the time the activity is registered.
  - c. The failure of a department or organization to provide the Bowen-Thompson Student Union Administrative Office with notice of cancellation of a proposed activity or event at least two (2) University working days prior to the scheduled activity or event may result in the denial of a future permit for use, unless the cancellation is necessitated by events reasonably beyond the control of the department or organization.
8. Campus grounds adjacent to residence halls are reserved through the Office of Residence Life, by contacting the designated officials within that office, as indicated below:
  - a. Founders Quad Courtyard - Contact: Founders Hall Director, 419-372-8076
  - b. McDonald Quad Courtyard - Contact: McDonald Hall Director, 419-372-0289

- c. Offenhauer Towers Courtyard - Contact: Offenhauer Hall Director, 419-372-8134
- d. Alumni Mall (Between Harshman and Kreisler) - Contact: Office of Residence Life, 419-372-2011
- e. Falcon Heights Courtyard - Contact: Office of Residence Life, 419-372-2011
- f. Centennial Hall and Kohl Hall Courtyard - Contact: Office of Residence Life, 419-372-2011

*Note: Recreational areas such as the basketball courts adjacent to the Kreisler and Harshman Quadrangles are reserved through Recreation and Wellness, as provided above.*

- 9. Denials of applications for campus grounds use by any of the contact persons or offices listed in this policy pursuant to these provisions may be appealed to the Office of Student Affairs in accordance with the procedures outlined in Section G of this document.

#### E. Use of Amplification Equipment

“Sound amplification equipment” means any electronically powered, operated or assisted device that amplifies sound. A sound amplification device includes, but is not limited to, any system of public address, bullhorns, boom box, music or voice amplifiers, megaphones, or any combination thereof. A “sound amplification device” is not a University owned or controlled public address system, or a personal stereo, radio or music player used by University students, faculty, or staff in a University residence hall room, office or other facility at a reasonable volume that does not disturb other persons.

- 1. To ensure public safety and the orderly operation of the University, amplified sound devices may be used on the campus premises only in compliance with the rules stated in this Policy.
- 2. The use of the amplification device requires written approval be obtained in advance from the approving office or a designated representative. The Approving Offices are as follows:
  - a. Bowen-Thompson Student Union: Director of Bowen-Thompson Student Union or designee.
  - b. Union Oval, the University Hall Lawn: Director of Bowen-Thompson Student Union or BTSU Event Planning.
  - c. Residence halls, and adjoining spaces: Director of Residence Life or designee.
  - d. Athletic Facilities and adjoining spaces (Doyt L. Perry Stadium, Cochrane Field, Steller Field, Meserve Field, Stroh Center, Ice Arena, Anderson Arena.): Director of Athletics or designee.
  - e. Recreation Center/Field House/Intramural fields and adjoining premises: Director of Recreation & Wellness or designee.
  - f. Firelands: Dean or designee.
  - g. All other Campus Premises and adjoining spaces: Vice President for Finance and Administration or designee.
- 3. Applications shall be made in writing or on a form available from the issuing Office. A new application shall be made for each use.
- 4. Applications must be submitted not less than five (5) University working days before the date of use being requested.
- 5. Sound amplification devices must be entirely portable and no structure for their use may be affixed to University property.
- 6. The use of sound amplification devices inside University buildings or athletic venues shall not be permitted.
- 7. Outdoor dances and concerts may be held in approved locations only with prior approval of the official with responsibility for the space as designated in paragraph 2(a)-(f).
- 8. Permits will be considered on a first applied/ first approved basis except that University sponsored events shall always have priority without regard for when approval was sought.
- 9. Circumstances arising during an approved use of a sound amplification device may warrant Public Safety, other law enforcement agencies or other University offices to require the relocation of or limitations on the use of sound amplification devices in order to minimize disruption and distraction and the University reserves the right to do so.
- 10. Sound amplification devices may not be used to promote commercial messages by entities that are not approved University sponsors.
- 11. The written authorization shall specify the date, time, location, duration, manner and any other relevant information for the approved use of sound amplification device. Authorization may be revoked if the use deviates from the terms of the authorization.
- 12. The application and permit provisions of this Policy shall not apply to sound amplification devices used by University faculty engaged in teaching, university employees engaged in performing University duties, or for sound amplification systems used at University sanctioned events.
- 13. This Policy does not apply to law enforcement officers or other safety officials engaged in performing official duties that require the use of amplified sound devices.
- 14. The University may authorize the use of sound amplification devices only when the date, time, location, duration, manner and any other factors relevant to the use of sound amplification devices:
  - a. will not unreasonably interfere with University academic activities or other operations or functions.
  - b. will not unreasonably interfere, distract or hamper public safety.

#### F. Use of Temporary Structures

The use of temporary structures on University grounds are by permission only with the prior approval of the Director of the Bowen-Thompson Student Union or designee.

- 1. Temporary structures of any type may have no more than three (3) closed sides.
- 2. Generators, space heaters, cooking equipment, or any other appliances cannot be used in temporary structures.
- 3. Temporary structures must comply with all State of Ohio Codes.
- 4. Personal property in a temporary structure must be attended to at all times. Unattended personal property will be confiscated by the University.

5. Registered student organizations and approved non-University organizations and groups may use University utilities and facilities only with prior approval.

G. Appeals of Space and Grounds-Use Request Denials

Departments or student organizations whose requests for the use of campus grounds, academic or nonacademic facilities are denied may appeal to the Office of Student Affairs or the designee of that office as follows:

- a. A written appeal to the Office of Student Affairs describing the objections to the denial must be filed no later than five (5) University working days after receipt of notice of the denial. Notice of the appeal will be provided by the Office of Student Affairs to the office which denied the request.
- b. The Vice President for Student Affairs shall convey the appeal decision, in writing, to the department or student organization with a copy of the decision being provided to the office which denied the request.
- c. Departments or student organizations may not appeal beyond the Vice President for Student Affairs.

**University Name, Documents, and Records Policies**

Use of BGSU or other University marks (e.g., logos) by an organization in connection with the production and/or sale of clothing or other merchandise is subject to approval under the BGSU Licensing Program. Any and all items must be produced by an officially licensed vendor. A list of officially licensed vendors is available from:

**BGSU Licensing Contact**

Tommy Rapier  
Department of Intercollegiate Athletics  
Sebo Athletic Center  
1610 Stadium Drive  
[trapier@bgsu.edu](mailto:trapier@bgsu.edu)  
419.372.7091