



## **Texas Tech University**

### **Operating Policy and Procedure**

#### **OP 30.21: Ringing Bells on Campus**

**DATE:** September 7, 2006

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to define guidelines concerning the ringing of bells on the campus at Texas Tech University.

**REVIEW:** This OP will be reviewed in September of every fourth year by the senior vice provost for academic affairs with recommended revisions presented to the provost/senior vice president of academic affairs by October 15. This OP will be reviewed again in 2010.

#### **POLICY/PROCEDURE**

1. Victory bells are located in the east tower of the Administration Building. Responsibility for ringing these bells, which were donated by the Saddle Tramp seniors in 1936, belongs to the Saddle Tramp and the High Riders organizations. The bells may be rung for periods of less than 30 minutes and at times that will not interfere with university class or office schedules. The bells may be rung for these purposes:
  - a. After TTU football, basketball, or baseball wins;
  - b. When a TTU team wins a Big 12 Conference championship;
  - c. When a TTU athlete is selected as an All-American;
  - d. When a TTU commencement ceremony ends;
  - e. When TTU students are recognized during honors ceremonies; and
  - f. After other approved purposes (see approval procedure following Section 2).
2. The Carillon is located in the west tower of the Administration Building. The responsibility for scheduling and playing the Carillon belongs to the TTU Department of Music. The schedules for playing the Carillon will be developed by the Department of Music and submitted to the Office of the Provost/Senior Vice President for Academic Affairs for approval by the president.

Requests for ringing the bells for special events or purposes (e.g. university, city, state or national celebrations or honors) should be made in writing to the Office of the Provost/Senior Vice President for Academic Affairs for approval by the president.