



TEXAS TECH UNIVERSITY™

Operating Policy and Procedure

OP 30.21: Ringing Bells on Campus

DATE: March 3, 2020

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 June of every fourth year by the Managing Director of the Center for Campus Life and the Director of the School of Music with substantive revisions forwarded through the Senior Vice Provost or designee to the Provost and Senior Vice President.

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 School of Music. The schedules for playing the Carillon will be developed by the School of Music and submitted to the Office of the Provost and Senior Vice President 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 and Senior Vice President for approval by the President.