

SNU Policy: Operations of University Bells/Chimes

SNU Policy ID: Miscellaneous Policy

Policy Reviewed by: Director of University Operation and Director of Facilities Management

Approval Authority: Executive Vice President

Approval Date: September 5, 2023

Next Review Date: September 5, 2028

Policies and Procedures for the Operations of University Bells/Chimes

General Statement

Southern Nazarene University, through the generosity of alumni and university friends, has installed a Bells of America Carillon Console, amplifier, and other related equipment on the upper level of the Beaver Science building in Bethany, Oklahoma for the enjoyment of the SNU Bethany campus community, SNU alumni, and the wider community at large. The policies and procedures detailed here provide for the proper operation and maintenance of this system.

Installation, Maintenance, and Programming

SNU Facilities Management will be responsible for the installation, maintenance, and programming of the system either through direct SNU employee work or vendor contract. No other department or employee may alter the system or direct work on the system unless authorized to do so by SNU Facilities Management.

Adherence to Laws

The system will operate in accordance with any applicable federal, state, or local statutes.

Standard System Operations

Daily operation of the system will be for a certain number of chimes on the hour to signify the time of day each day between the hours of 8 AM and 9 PM Central Time.

Special Circumstance System Operations

There may be times when it is deemed appropriate to alter the standard system operations. Examples of such instances may include but are not limited to university ceremonies and traditions, observance of special holidays, times of wider community remembrance or celebration, and other events or times considered significant and meaningful for the SNU community. Any such alteration of the standard system operations must be formally requested well in advance of the required timing of the alteration and may only be done with the expressed approval of the university president or their designee.