



# Elizabethtown College

## **Scheduling Protocols Wenger Family Conference Room (Located in Jay Walk)**

Campus Departments and approved student groups wishing to schedule the Wenger Family Conference Room shall place a request via the 25Live scheduling website at: <http://schedule.etown.edu>.

The Scheduling Office obtains approval from the Athletic Department before scheduling the Wenger Family Conference Room.

During periods when classes are not in session the Wenger Family Conference Room may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.