



# Elizabethtown College

## Scheduling Protocol Brossman Commons Tables

Individual students may not schedule events in 25Live. Only student groups who have been approved by Student Senate are permitted to schedule a space via the 25Live scheduling website. Campus departments and approved student groups shall submit a request at: <http://schedule.etown.edu>.

This protocol has been developed to better organize the delivery and identification of tables to four locations in the Brossman Commons, and ensures that Facilities Management receives confirmation of table reservations and will be able to document delivery, setup, and removal schedules in 25Live.

<b>25Live LOCATION NAME</b>	<b>PHYSICAL LOCATION</b>
BC CONCOURSE TABLE	Stairs beneath the Marketplace (1 table permitted)
BC JAY'S NEST TABLE	Outside of the Jay's Nest (1 table permitted)
BC MARKETPLACE TABLE	Entrance to the Marketplace (1 table permitted)
BC COLLEGE STORE – OFF CAMPUS ONLY	Outside the Bookstore (Up to 3 tables permitted) <i>The College Store Manager reserves the Bookstore tables</i>

Please note that each table is listed with an “11AM-1PM” or “4PM-7PM” time frame to help organize the use of the information tables. Users will still need to choose their desired time in 25Live.