



Elizabethtown College

Scheduling Protocol Gibble Auditorium

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>. (Space name is listed as "E GAUD").

After requested through 25Live, the Scheduling Office will obtain approvals from ITS (Media Services). Any events scheduled in the auditorium will automatically have one hour of set-up and one hour of tear-down times added to the request, unless otherwise noted by ITS.

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