



Elizabethtown College

Standard Scheduling Protocols

Campus departments and approved student groups wishing to schedule a campus space, shall place request via the 25Live website at: <http://schedule.etown.edu>.

The following measures have been put into place to guide event planners through standard event scheduling protocols:

Campus space will be used to support college activities. Spaces will be scheduled on a first come-first serve basis with preference given in the following order: Academic courses scheduled by Registration and Records, Departmental use, General student use, Friends of the College, Special Events & Summer Programs.

1. All non-academic events will be scheduled by the Scheduling Office. Scheduled space may not be “given” from one group to another.
2. Reservations can only be made up to two (2) academic years into the future from the current academic year. The academic calendar is published by Registration and Records. Only the President and the Board of Trustees may book events more than two academic years into the future.
3. Event planners will not be permitted to schedule the entire campus for an event. Specific spaces must be reserved during specific time periods.
4. During the academic year the only event that may be scheduled on Wednesdays between 11:00am – 12:00pm will be the “Wednesday-at-11” event scheduled by the Dean of the Faculty.
5. Event planners that are unsure of the exact time or location of a future event may tentatively reserve a space. Reservations may remain on a tentative hold for 5 days if firm start/time or location for event is not known. After the 5-day period has expired, the Scheduling Office will contact the requestor to refine the space, refine the event time period or remove the tentative hold.

6. One rain date or rain location may be scheduled for outdoor events.
7. A snow date may not be scheduled for events. If a snow storm occurs on the date of an event, the event will be cancelled and can be rescheduled.