



Elizabethtown College

R25 Scheduling Protocols

Brossman Commons Concourse Scheduling Protocol

The following safety precautions must to be met to accommodate reservations for the Brossman Commons (BC) Concourse while maintaining egress requirements for Campus Center:

1. The BC Concourse can be reserved for events that support the mission of the College throughout the year.
2. The BC Concourse can be reserved for partial mission supporting and non-mission supporting activities only when the College is NOT in regular academic session.
3. When requests for the **BC CONCOURSE** are made in R25 the Campus Event Scheduling Office with review the request with the Director of Student Activities and Campus Center before approving the request.
4. A maximum of 21 tables (according to [this architectural drawing](#) created by Marshall Craft Associates) are permitted to be setup in the BC Concourse. High top tables and chairs must be moved into storage or to another location if folding tables are placed in the high top location.
5. No tables are permitted to be placed directly outside the Event Space. Groups and individuals reserving the Event Space will be permitted to utilize up to three tables at the entrance to the Event Space.