



Elizabethtown College

R25 Scheduling Protocols

Event Space Scheduling Protocol

1. The Event Space will be used to support college activities in the following priority: mission supporting events, partial-mission supporting events, and non-mission supporting events. In accordance with these priorities, academic spaces will be scheduled on a first come, first serve basis with preference given in the following order:
 - i. Academic courses scheduled by Registration and Records (mission supporting)
 - ii. Departmental use (mission supporting)
 - iii. General student use (mission supporting)
 - iv. Friends of the College (partial-mission supporting)
 - v. Special events & summer programs (partial-mission or non-mission supporting)
2. Barry Fritz, Technical Manager, must approve reservations for all events scheduled in the Event Space to ensure sufficient event staffing.
3. During periods when classes are not in session the Event Space may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.