



# Elizabethtown College

## R25 Scheduling Protocols

### Hoover 110: Large Group Meeting Room Scheduling Protocol

1. Hoover 110, the Large Group Meeting Room, 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. The configuration of Hoover 110 will consist of no more than ten (10) circular tables with eight (8) chairs at each table to maintain safe egress paths, to properly maintain the space, and to maintain the appearance of this college showcase.