



Elizabethtown College

R25 Scheduling Protocols

Scheduling Protocol for the Hoover Center's Executive Conference Room

1. Scheduling of the Hoover Center Conference Room (H 109), consistent with campus policy, will be used to support activities in the following priority:
 - i. Board of Trustees
 - ii. Senior Staff
 - iii. Institutional Advancement Donor Meetings
 - iv. VIP/Donor Gatherings
 - v. Non-student Hoover Center Departmental Use
 - vi. Executive Functions of Community Groups

2. The Hoover Center's Executive Conference Room will not follow the typical naming pattern in order to clarify the space's use. The abbreviated name for the space will be "H 109 – Executive Events Only"