



Elizabethtown College

R25 Scheduling Protocols

Leffler Chapel & Performance Center Scheduling Protocol

Leffler Chapel will be scheduled to support college activities in the following priority: mission supporting events, partial-mission supporting events, and non-mission supporting events. As a venue for College and Gretna Music performances, Leffler Chapel requires modification in the usual campus scheduling priorities. Guest performers invited to perform in Leffler Chapel typically book many months or years in advance of the event. This protocol provides the mechanism to balance these conflicting uses of Leffler Chapel.

1. Registration and Records will schedule academic courses in Leffler Chapel.
2. Departmental events will be scheduled by faculty and staff using the WebViewer.
3. Student events will be scheduled by student groups using the WebViewer.
4. Barry Fritz, Technical Manager, must approve of all event requests for Musser Auditorium to ensure sufficient event staffing.
5. Donna Browning, SESP Manager, must be notified of all events in Musser Auditorium to ensure sufficient event staffing.
6. Once approved for use, the event organizer will contact the Technical Manager and the SESP Manager to review the planned event.
7. Recognizing that Registration and Records revises the academic course schedule through the 5th day of each semester, and that Gretna Music and FAPA events must be scheduled months or years in advance to enter into contracts with performers, occasionally Registration and Records academic courses may be in conflict with previously scheduled FAPA & Gretna Music events. In this scenario, the Campus Event Scheduling Office will work with the affected academic department to relocate the displaced academic course.
8. During periods when classes are not in session the Chapel space assets may be used by Special Events & Summer Programs to meet revenue mandates as defined in the College financial plan.