



# Elizabethtown College

## R25 Scheduling Protocols

### Outdoor Event Scheduling Protocol

1. Outdoor venues 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 Athletics Department must approve reservations for all events scheduled on athletic fields.
3. The Department of Facilities Management must approve reservations for all events scheduled for outdoor venues on campus including: athletic fields, the Dell, and outdoor gazebos. Facilities Management reserves the right to cancel outdoor events at any time due to inclement weather and turf conditions.
4. One rain date or rain location may be scheduled for outdoor events.
5. During periods when classes are not in session outdoor venues may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.