



Elizabethtown College

R25 Scheduling Protocols

Royer Basement Scheduling Protocol

1. The Royer Basement 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 Royer basement is not only common space in a residence hall, but is also the location of the aerobics fitness area for the College. As such, Residence Life must approve all events in the Royer Basement.