



Elizabethtown College

R25 Scheduling Protocols

Standard Scheduling Protocols

The following measures have been put into place to guide event planners through standard event scheduling protocols:

1. Campus space 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, 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. All non-academic events will be scheduled by the Campus Event Scheduling Office. Scheduled space may not be “given” from one group to another.
3. Reservations can only be made up to two (2) academic years into the future from the current academic year. The academic calendar is published by Registration and Records and can be viewed online at <http://www.etown.edu/Registration.aspx?topic=Calendar%3a+Semester+Glance>. Only the president and the Board of Trustees may book events more than two academic years into the future.
4. Event planners will not be permitted to schedule the entire campus for an event. Specific spaces must be reserved during specific time periods.
5. During the academic year, the only event that may be scheduled on Wednesdays between 11:00 AM – 12:00 PM will be the “Wednesday-at-11” event scheduled by the Dean of the Faculty.
6. Event planners that are unsure of the exact time or location of a future event may tentatively reserve a space. The tentative hold on a space will be valid until one week before the event. The Campus Event Scheduling Office will contact the event planners to refine the space or the time period of a tentative event.
7. One rain date or rain location may be scheduled for outdoor events.
8. A snow date may not be scheduled for events. If a snow storm occurs on the date of an event, the event will be cancelled and can be rescheduled.