



Elizabethtown College

R25 Scheduling Protocols

Susquehanna Room & Swatara Room Scheduling Protocol

1. The Susquehanna Room and the Swatara Room 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 Catering Department must approve all events in the Susquehanna Room or the Swatara Room.
3. Event planners will work directly with the Catering Department to plan details of the event while space reservations are made with the Campus Event Scheduling Office.