Scheduling Protocol
The KAV

Individual students may not schedule events in 25Live. Only student groups who have been approved by Student Senate are permitted to schedule a space via the 25Live scheduling website. Campus departments and approved student groups shall submit a request at: http://schedule.etown.edu. Once the request is received, the Scheduling Office will obtain approval from the Director of Technical Operations and the Manager of Special Events and Summer Programs.

Any events scheduled in the KAV will automatically have a two hour set-up and two hour tear-down time added to the request. Additional set-up and tear-down time will be added depending on the complexity of the event set-up and limited staff. Please see the Event Set-up and Tear-down Protocols for more details.

During periods when classes are not in session, the KAV may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.