



# Elizabethtown College

## Scheduling Protocols Young Center

Campus Departments and approved student groups wishing to schedule the Young Center shall place a request via the 25Live scheduling website at: <http://schedule.etown.edu>. Once request is received, the Scheduling Office will obtain approval from the Young Center.

The Young Center is a fully functioning office space with several Young Center staff working in various offices during normal business hours (8:00am to 4:00pm). Noise from printers, copy machine, phone calls and staff conversations, as well as visitors entering and leaving the Young Center is typical. If your event or meeting requires a quiet background, it is recommended you reserve an alternate location.

All users must restore the facility to its original condition immediately following the event. This includes clearing all food, unless supplied by the College's Catering Department, and trash, and returning furnishings to original locations.

Alcoholic beverages are not permitted at the Young Center.

Information and Technology Services must be contacted for all audio/visual needs for events scheduled at the Young Center.

Groups reserving the Young Center after normal business hours contact Campus Security for unlocking/locking of the building.

During periods when classes are not in session these assets may be used by Special Events & Summer Programs to meet revenue mandates as defined in the college financial plan, and with the approval of the Young Center.