Scheduling Protocol
Alumni House

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 Alumni Relations.

The Alumni House is a fully functioning office space with four Alumni Relations staff working in various offices during normal business hours. The Alumni Relations offices are not partitioned from the public areas in the house. Noise from printers, copy machines, phone calls and staff conversations, as well as visitors entering and leaving the Alumni House, are 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.

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