Scheduling Protocols
Brossman Commons Table

Campus departments and approved student groups wishing to schedule the following tables in Brossman Commons shall place request via the 25Live scheduling website at: http://schedule.etown.edu.

This protocol has been developed to better organize the delivery and identification of tables to four locations in the Brossman Commons, and ensures that Facilities Management receives confirmation of table reservations and will be able to document delivery, setup, and removal schedules in 25Live.

1. Stairs beneath the Marketplace (1 table permitted) - BC TABLE-CONCOURSE
2. Outside of the Jay’s Nest (1 table permitted) - BC TABLE-JAY’S NEST
3. Entrance to the Marketplace (1 table permitted) - BC TABLE-MARKETPLACE
4. Outside the Bookstore (Up to 3 tables permitted) - BC TABLE-COLLEGE STORE
   (The College Store Manager reserves the Bookstore tables)