



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Outdoor Bocce Ball Court

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

Elizabethtown College students, faculty and staff that have reserved the outdoor bocce ball court can check out a set of bocce balls from the Equipment Desk with their Etown ID during the hours of operation. The set must be returned upon completion of the reservation, also during the hours of operation. If equipment becomes lost or broken, notify a SAWR staff member immediately. If the set does not get returned, the borrower will be charged for the cost of the equipment. Please clean up after yourselves. If trash and debris are left behind, the group will be charged for cleanup. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Multipurpose Classroom

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

The Multipurpose Classroom is viewable on 25Live, but can only be reserved through the Director of the Bowers Center.

All furniture must remain in its original location and condition. If additional set up (tables and chairs) is required, facilities will place them in/near the location from the hours of 7am-3pm. If the event starts or runs past 3pm, the group must set up and/or tear down their own furniture. The attendant at the Equipment Desk can help them get and put back the furniture from the storage room.

If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup. If there is damage to an item or furniture, it must be reported to the Director of the Bowers Center immediately. The group will be accountable for any charges needed to repair said damages.



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Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Demonstration Kitchen

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Elizabethtown College registered student groups and employee departments may reserve the demonstration kitchen for events and programs. Upon confirmation of space, please contact the Assistant Director of Health Promotions for the Demonstration Kitchen Policies and End of Event Checklist. All policies must be followed and the End of Event Checklist must be returned to the Assistant Director of Health Promotion no later than 24 hours after the conclusion of the event.



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Scheduling Protocol **Bowers Center for Sports, Fitness and Well-being** **Fieldhouse**

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

No food is permitted in this space unless protective flooring is put down. If protective flooring is required, that must be requested through Facilities at least two weeks prior to the date of the event. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.

During inclement weather, alternate shoes must be worn to the fieldhouse if you plan on using the courts.

If set up (tables and chairs) is required, facilities will place them in/near the location from the hours of 7am-3pm. If the event starts or runs past 3pm, the group must set up and/or tear down their own furniture. The attendant at the Equipment Desk can help them get and put back the furniture from the storage room. Please make sure to clean up your area when you are finished. If trash and debris are left behind, the group will be charged for cleanup.

Elizabethtown College students, faculty and staff that have reserved fieldhouse courts can check out equipment from the Equipment Desk with their Etown ID. The equipment must be returned upon completion of the reservation. If equipment becomes lost or broken, notify a SAWR staff member immediately. If equipment does not get returned, the borrower will be charged for the cost of the equipment.

Court Assignments:

Court 1 – closest to the entrance

Court 2 – middle court

Court 3 – furthest court from the entrance



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Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Outdoor Fire Pit

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Elizabethtown College students, faculty and staff that have reserved the outdoor fire pit during the hours of operation, must go in and ask the attendant working the Equipment Desk to turn on the fire pit. Make sure the cover is off of the pit before the attendant turns the pit on. To ensure your safety, removal of the fire pit cover is a two person job. There is a 30 second to one-minute delay for the fire pit to light so be sure to keep all individuals and items away from the fire pit during this time. Upon completion of the event, tell the attendant and they can turn the fire pit off. Return the cover to its original location. Please clean up after yourselves. If trash and debris are left behind, the group will be charged for cleanup. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Outdoor Gaga Pit

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

Elizabethtown College students, faculty and staff that have reserved the outdoor gaga pit can check out a gaga ball from the Equipment Desk with their Etown ID during the hours of operation. The gaga ball must be returned upon completion of the reservation, also during the hours of operation. If the gaga ball becomes lost or broken, notify a SAWR staff member immediately. If the gaga ball does not get returned, the borrower will be charged for the cost of the equipment. Please clean up after yourselves. If trash and debris are left behind, the group will be charged for cleanup. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Group Fitness Rooms

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

No food is permitted in these spaces.

During inclement weather, alternate shoes must be worn to the group fitness rooms.

Elizabethtown College students, faculty and staff that have reserved either of the group fitness rooms can use the equipment in the rooms or check out equipment from the Fitness Center Desk with their Etown ID to use in the room. All equipment must be returned upon completion of the reservation. If equipment becomes lost or broken, notify a SAWR staff member immediately. If equipment does not get returned, the borrower will be charged for the cost of the equipment.

Please make sure to clean up the area when you are finished.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Lower Lounge

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

All furniture must remain in its original location and condition. If set up (tables and chairs) is required, facilities will place them in/near the location from the hours of 7am-3pm. If the event starts or runs past 3pm, the group must set up and/or tear down their own furniture. The attendant at the Equipment Desk can help them get and put back the furniture from the storage room.

If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup. If there is damage to an item or furniture, it must be reported to the Director of the Bowers Center immediately. The group will be accountable for any charges needed to repair said damages.



Elizabethtown College

Scheduling Protocol **Bowers Center for Sports, Fitness and Well-being** **Multipurpose Room**

Bowers Center spaces are available for use by current students, faculty or staff only. All users must present their Etown ID to the Welcome Desk upon entering the building. Individuals who attempt to enter the facility without an ID will be denied access.

The Multipurpose Room is viewable on 25Live, but can only be reserved through the Director of the Bowers Center.

The multipurpose room is reserved "as is." If set up (tables and chairs) is required, facilities will place them in/near the location from the hours of 7am-3pm. If the event starts or runs past 3pm, the group must set up and/or tear down their own furniture. The attendant at the Equipment Desk can help them get and put back the furniture from the storage room.

If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup. If there is damage to an item or furniture, it must be reported to the Director of the Bowers Center immediately. The group will be accountable for any charges needed to repair said damages.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Outdoor Basketball Court

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Elizabethtown College students, faculty and staff that have reserved the outdoor basketball court can check out a basketball from the Equipment Desk with their Etown ID during the hours of operation. The basketball must be returned upon completion of the reservation, also during the hours of operation. If the basketball becomes lost or broken, notify a SAWR staff member immediately. If the basketball does not get returned, the borrower will be charged for the cost of the equipment. Please clean up after yourselves. If trash and debris are left behind, the group will be charged for cleanup. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.



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Scheduling Protocol **Bowers Center for Sports, Fitness and Well-being** **Upper Lounge**

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All furniture must remain in its original location and condition. If set up (tables and chairs) is required, facilities will place them in/near the location from the hours of 7am-3pm. If the event starts or runs past 3pm, the group must set up and/or tear down their own tables. The attendant at the Equipment Desk can help them get and put back the tables from the storage room.

If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup. If there is damage to an item or furniture, it must be reported to the Director of the Bowers Center immediately. The group will be accountable for any charges needed to repair said damages.



Elizabethtown College

Scheduling Protocol Bowers Center for Sports, Fitness and Well-being Outdoor Volleyball Court

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Elizabethtown College students, faculty and staff that have reserved the outdoor volleyball court can check out an outdoor volleyball from the Equipment Desk with their Etown ID during the hours of operation. The volleyball must be returned upon completion of the reservation, also during the hours of operation. If equipment becomes lost or broken, notify a SAWR staff member immediately. If a volleyball does not get returned, the borrower will be charged for the cost of the volleyball. Please clean up after yourselves. If trash and debris are left behind, the group will be charged for cleanup. If there is off-campus food at your event, this must be approved through Catering. The group is also responsible for cleanup.