



Elizabethtown College

Scheduling Protocol Hoover 110 (Large Group Meeting Room)

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>.

The configuration of Hoover 110 will consist of:

- Seven (7) circular tables with eight (8) chairs at each table
but no more than
- Ten (10) circular tables with eight (8) chairs at each table
to maintain safe egress paths. This layout shall not be changed

Following approval of use of H 110, the Scheduling Office notifies the Manager of Special Events and Summer Programs.

During periods when classes are not in session, Hoover 110 may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.