



# Elizabethtown College

## Scheduling Protocol Jay Walk

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 obtains approval from the Athletic Department and the Manager of Special Events & Summer Programs.

A maximum of eighteen (18) tables are permitted to be setup in the Jay Walk. Sofas and chairs must be moved against the wall or to another location if folding tables are placed in the

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