Leffler Chapel will be scheduled to support college activities. As a venue for College performances, Gretna Music and Wheatland Chorale performances, Leffler Chapel requires modification in the usual campus scheduling priorities. Guest performers invited to perform in Leffler Chapel typically book many months or years in advance of the event. This protocol provides the mechanism to balance these conflicting uses of Leffler Chapel.

1. Registration and Records will schedule academic courses in Leffler Chapel.
2. Campus departments and approved student groups wishing to schedule Leffler Chapel shall place request via the 25Live website at: http://schedule.etown.edu.
3. The Technical Operations Director and the Manager of Special Events & Summer Programs must approve all event requests for Leffler Chapel.
4. The Manager of Special Events & Summer Programs must be notified of all events in Musser Auditorium to ensure sufficient student usher staffing.
5. Once Leffler Chapel is approved for use, the event organizer will contact the Technical Operations Director and the Manager of Special Events & Summer Programs to review the planned event.
6. Recognizing that Registration and Records revises the academic course schedule through the 5th day of each semester, and that FAPA, Gretna Music and Wheatland Chorale events must be scheduled months or years in advance to enter into contracts with performers, occasionally Registration and Records academic courses may be in conflict with previously scheduled FAPA, Gretna Music and Wheatland Chorale events. In this scenario, the Campus Event Scheduling Office will work with the affected academic department to relocate the displaced academic course.
7. During periods when classes are not in session the Chapel space assets may be used by Special Events & Summer Programs to meet revenue mandates as defined in the College financial plan.

Space names:
- Musser Auditorium (main stage): LC MUS
- Lobby: LC LOBBY
- McCormick Gallery (Level 1) LC MCGG
- Green Room (Level 1) LC GREEN ROOM
- M&M Mars Room (Level 1) LC M&M
- Performance Room (Level 2) LC PERF
- Lyet Gallery (Level 2) LC LYET (FAPA USE ONLY AS ART GALLERY)
- Seminar/Prayer Room (Level 2) LC SEM

Facilities Management – Scheduling
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