



Elizabethtown College

Scheduling Protocol Leffler Chapel & Performance Center

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 will obtain approval from the Technical Operations Director and the Manager of Special Events and Summer Programs.

As a venue for College 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. Registrations and Records will schedule academic courses in Leffler Chapel
2. The Manager of Special Events and Summer Programs must be notified of all events in Musser Auditorium to ensure sufficient student usher staffing
3. Once Leffler Chapel is approved for use, the event organizer will contact the Technical Operations Director and the Manager of Special Events and Summer Programs to review the planned event
4. Recognizing that Registration and Records revises the academic course schedule through the 5th day of each semester, and that FAPA 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 events. In this scenario, the Campus Event Scheduling Office will work with the affected academic department to relocate the displaced academic course.
5. During periods when classes are not in session, the computer labs may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.

Space Names:

Green Room (Level 1)	LC GREEN ROOM
Lobby (Level 1)	LC LOBBY
Lyet Gallery (Level 2)	LC LYET (F.A.P.A. USE ONLY)
M&M Mars Room (Level 1)	LC M&M
McCormick Gallery (Level 1)	LC MCCG
Musser Auditorium (main stage)	LC MUS
Performance Room (Level 2)	LC PERF
Seminar/Prayer Room (Level 2)	LC SEM