Scheduling Protocol
Susquehanna/Swatara Rooms (Myer Hall)

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 permission from the Catering Manager, after which time the event planners will work directly with the Catering Department. Please see the Catering Protocols for more information on catering services and requirements.

The Susquehanna and Swatara Rooms are catering-only venues.