



# Elizabethtown College

## **Scheduling Protocol Occupational Therapy Labs Esbenshade 360 & 373**

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 Occupational Therapy (OT) Department before scheduling Esbenshade 360 or 373. Please note, unless otherwise approved by the OT Department, the use of the OT equipment (including the ball pit) is strictly prohibited.

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