



Elizabethtown College

Scheduling Protocol Outdoor Events

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 appropriate departments:

- Athletics Department must approve reservations for all events scheduled on athletic fields
- The Office of Student Activities and the Manager of Special Events and Summer Programs must approve all reservations for events scheduled on Brinser Field
- The Department of Facilities Management must approve reservations for all non-athletic events scheduled for outdoor venues on campus including: the Dell, academic quad, Myer lawn, and outdoor gazebos (the Dell and Lake Gazebo)
- Facilities Management reserves the right to cancel outdoor events at any time due to inclement weather and turf conditions
- One rain date or rain location may be scheduled for outdoor events

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