



# Elizabethtown College

## R25 Scheduling Protocols

### Zug Recital Hall Scheduling Protocol

1. Zug Recital Hall (Z 205) will be used to support college activities in the following priority: mission supporting events, partial-mission supporting events, and non-mission supporting events. In accordance with these priorities, academic spaces will be scheduled on a first come, first serve basis with preference given in the following order:
  - i. Academic courses scheduled by Registration and Records (mission supporting)
  - ii. Departmental use (mission supporting)
  - iii. General student use (mission supporting)
  - iv. Friends of the College (partial-mission supporting)
  - v. Special events & summer programs (partial-mission or non-mission supporting)
2. The Fine & Performing Arts department must approve reservations when the Zug Recital Hall is requested in R25.
3. During periods when classes are not in session the Zug Recital Hall may be used by Special Events & Summer Programs to meet revenue mandates as defined by the College financial plan.