

# Hawthorn School District #73-Building Usage Schedule

## Order of Acceptance-Submission Timeline

(for the following school year)

**PRIORITY: School Calendar** – upon publication in late spring for the following school year.

\* Entries: Will be entered upon release of publication. The District 73 School Calendar is set in the late spring preceding each year. It can be viewed at [www.hawthorn73.org](http://www.hawthorn73.org).

(We work directly with PTO and Market Day for scheduling needs that are considered priorities as well.)

**March 1-June 1: In house requests/Internal Sports/PTO/Family Alliances**

\*Each building's internal events take precedence.

Entries: Will be numbered in order received March 1-June 1; calendar entries will take place thereafter.

Hawthorn School District #73 reserves the right to make any adjustments in the areas as scheduled if it becomes necessary.

**May 1-June 30: Scouts**

\* Entries: Will start to accept requests and number in order received May 1-June 30; calendar entries will take place thereafter.

**Intergovernmental Cooperation Agreement Timelines: Park District**

\* Entries: Will number in order received according to Intergovernmental Cooperation Agreement Timelines; calendar entries will take place thereafter.

**July 16-August 30: Outside Organizations**

\* Entries: Will number in order received July 16-August 30; calendar entries will take place thereafter.

If you choose to send earlier than the date specified, the request goes into a designated folder until the date noted above. Once entries are made, according to the dates above, confirmations will be sent out.

**Note <sup>1</sup>:** Although some late bookings and scheduling issues cannot be prevented, most can be avoided with appropriate planning. Please submit your requests in a timely manner. This allows us to work respectfully and cooperatively to support all of our community partners. Most of the groups that use our buildings — such as our Scouts, Park District, PTO and parent groups — are community-based organizations that work together with us for the benefit of our students. Hawthorn realizes the importance of these efforts — and realizes that last-minute requests and late submissions can cause issues when events must be canceled, relocated, or turned away due to lack of space. In the interest of fairness to all and general courtesy, we ask that you follow the submission timeline. We realize that space fills quickly and we cannot guarantee space requests or consistent locations. But with cooperation and timeline collaborations, we will do our best to fulfill your space needs.

**Note <sup>2</sup>:** *Monday-Friday Schedules ~*

**Elementary North and Elementary South** are not able to schedule any events in their gyms and cafeterias until **after 6:30p.m.** due to Hawthorn Afterschool Club (HAC).

**Middle North and Middle South** are not able to schedule any events in their gyms (for entire year) and cafeterias (October-end of school year) until **after 6:30p.m.** due to internal sports using those spaces for games and practices.

**Townline** has very limited space in their gyms (and some days for the cafeteria) until **after 6:30p.m.** because of in-house activities, internal sports, student supported groups, etc.

**Aspen** is not able to schedule any events in their gyms and cafeterias until **after 3:30p.m.** due to Hawthorn Afterschool Club (HAC) departures.