

Helpful Planning Tips....

1. Please read the scheduling webpage (www.hawthorn73.org/buildingschedule) including all downloads and agreements.
2. **Available Spaces:** The cafeterias, gyms and multipurpose rooms are the only rooms available to outside groups. (Libraries are booked *internally only* and only with the approval of the **librarian/ principal**.) Available spaces include:
 - a. Elementary North – cafeteria, gym, multipurpose room
(all are adjacent spaces in respective order, accessed via entrance doors; gym/multipurpose have an internal door connection)
 - b. Townline – cafeteria, east gym, west gym **(gyms are on each side of cafeteria)*
 - c. Middle North – cafeteria, gym **(connected by stage)*
 - d. Elementary South – cafeteria, gym *(two separate locations)*
 - e. Aspen – cafeteria, gym *(separate locations, in between bathrooms and locker rooms)*
 - f. Middle South – cafeteria, gym, multipurpose room **(café and multipurpose are connected by retractable wall)*

**Noise factors may exist between scheduled groups/events and might impact your choice of location.*

*** Classrooms are not available for usage or rental space.**
3. **Selecting Your Date:** It is recommended that groups review school and community calendars, including the District’s online calendar (www.hawthorn73.org) and PTO calendar (www.hawthornpto.org) prior to scheduling reservations. Organizations are encouraged to communicate with their group leaders and chairs prior to reserving space. Such pre-planning and communication can help your group develop a more consistent calendar and avoid conflicts. While the Building Scheduling Center is able to book space and set-up needs, we do not cross-check or coordinate the building usage calendar with other non-internal school-related calendars.

Internal requests should *always* be checked with his/her “home” school building before booking. This will eliminate internal scheduling conflicts. If there is an internal scheduling conflict, you are highly recommended to discuss the event(s), date(s), and time(s) with your Building Principal and any internally booked participants. Then you can let us know if there was a change and the approval you received. We will **not make any changes until you notify us that there is specifically any changes.*

***Entries into the District calendar are handled through a separate process via the District Office. Website postings are handled through each school or by contacting the District Office via email, communitynotes@hawthorn73.org.**
4. **Shared Space:** If your small group (particularly scout troop) **does not want to share their space** with others, this will limit the space available to you. Please note the red check box on the request form that you do not want to share space; unless noted, space will be shared. Because of the limited space and high demand, shared groups will be book first; then, if space is available, “unshared” space usage requests will be booked.
5. **Additional Time:** If you are holding an event that might require set up or rehearsal time, please incorporate that extra time into your request. For instance, you may need to also book the same space for the evening before.
6. **Institute Days:** Half-day institutes are still considered full work days for staff. Most schools hold seminars, staff meetings, etc. that require use of the gyms, cafeterias and multipurpose rooms. For the purpose of the Building Scheduler, outside usage begins after the normal, full day dismissal time at each building.
7. **Winter and Spring Break:** During winter and spring breaks, we do not rent out or allow space usage in order for us to undertake larger-scale cleaning, repair, and maintenance projects, which are more efficiently accomplished while students and staff are not present. (The exception is HAC, which maintains break-time programming at Elementary North.) Holidays, extended weekends/ holiday weekends, and full institute days are normally considered non-usage times, unless approved/required by the Facilities Manager or District Office.
8. **Summer Usage:** Summer break building usage is limited in order to support Hawthorn’s summer education programs, maintenance projects, camps, HAC and other summer programs. Please check District 73’s website (www.hawthorn73.org) for dates, locations and times for summer schools, band camps, etc.
9. **Cancellations and School Closings:** If Hawthorn schools are closed due to poor weather, **all events taking place in our schools, on Hawthorn #73’s campus, are also canceled.** Occasionally, poor weather will prompt Hawthorn to “close” our buildings to after-school activities. Such school closings are posted on www.hawthorn73.org. Please check when applicable. If school is not closed, the event cancellation policy will take effect if you do not use the space you have reserved. (**Please note:** VH Park District activities that **are not** on Hawthorn’s campus are a separate entity. VH Park District Direct Number: 847-996-6800.)
10. **Tables:** We have a small inventory of 8-foot buffet tables available in our schools. We **cannot** transport individual building’s tables for use at other schools. If our inventory is unable to supply your needs for tables, chairs, etc., please consider contacting an outside rental firm. (Taylor Rental, Mundelein: 847-949-0500.)
11. **Other common needs:**
 - a. Kitchen needs are booked, billed, and organized separately through Sodexo (Jackie McBride: 847-990-4418)
 - b. External groups: We cannot rent or lend out school AV equipment.
 - c. Internal groups: Please contact the Tech Help for technology needs.
 - d. Invoicing is done at the end of each month and will be sent via email or regular mail.
12. **Bumping Policy:** Internal events take priority within our schools. If internal events require another event to be canceled or “bumped,” an internal “bump form” with required administrative signatures must be completed before confirmation of that booking. **Hawthorn School District #73 reserves the right to make any adjustments in the areas as scheduled if it becomes necessary.**