



Equipment usage allowed for Building Usage

(if not in use or is readily available)

- Bleachers/chairs/in house tables
 - We do not borrow tables against other buildings.
- 8 foot long tables – if available (Inventory stock of 30)
- Podium/microphone/Screen
- Projector - only if available
- Extension cords
- Internet access – The wireless access will let the presenter use the D73-Guest access but this is limited access. The requestor should make sure ahead of time that he/she can get to the sites she is planning to use.
- Bounce Houses for Family/Fun Nights Only – ON CAMPUS ONLY – request through building secretary. Facilities only delivers them, we do not set them up.

Responsibility of the Requestor or Requesting Group, Added Info

- It is up to the requestor or requesting group to be the lines of communication for their event with any outside speakers, people, etc. and to do the pre-work ahead of time involving tech, setup needs, etc. This will save any delays or mishaps that can arise.
- After 3-3:30pm on weekdays, GCA is the contact for custodial needs only. GCA can not assist with tech needs. Tech issues fall to the requestor during non-school hours. The custodian on the weekends is not a tech administrator and a tech admin will not be onsite, therefore, please prepare for your computer needs prior to your event if you believe such issues will arise.
- We do not provide dongles, computers, batteries, or tech equipment of any sorts.
- We do not provide gym or gymnastics equipment. Any related issues or contact questions can go directly to the building principal or gym teachers.
- Check with the building schedule via the building secretary to see if you can get in ahead of time and do a pretest. *(PTO President also has access to the viewing of the calendar.)*
- **We do not send out reminders for setups/diagrams.** Set ups are due no later than 1-2 weeks ahead of the event to prevent last minute issues and unavailable equipment or chairs/tables. Simple set ups can be indicated in the comments section. Please make sure you are doing this. The system does not allow you to make edits as a requestor. If no set up is indicated, no set up will exist upon your arrival. Your group will have the option to not use a set up or do themselves.
- Kitchen use is off limits through Building Usage/Facilities Usage. If a need or inquiry should arise, that portion of your request has to go directly to Sodexo.

James Staples – Facilities Manager

www.hawthorn73.org/buildingschedule

Jennifer Heavrin – Building Schedule Assistant