

# OUTSIDE RENTALS - SCOUTS

## 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
- Extension cords
- Internet access – There is wireless 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.

## 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 – unavailable for usage.
- Book with your request, extra time, an earlier start time, so you can get in ahead of time and do a pretest. The later you book into the school year, the less this time will be available. Use ADD A ROOM function on your request, if you do not want other events or noise factor interference.
- **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. The equipment is the responsibility of Sodexo, any questions have to go through Sodexo, along with associated charges.
- Billing occurs after event, via email or regular mail. Payment is expected within 30 days.
- Certificate of Insurances (COI) must be current, on time, and up to date. If not, this will cause a cancellation and building entry will be denied.

**James Staples – Facilities Manager**

[www.hawthorn73.org/buildingschedule](http://www.hawthorn73.org/buildingschedule)

**Jennifer Heavrin – Building Schedule Assistant**

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**AS OF 2012-2013 SCHOOL YEAR - EVENTS CAN NOT EXTEND BEYOND 9PM (Mon-Fri).  
If you have an absolute need, you must contact James Staples (in advance)  
to discuss the OT hourly rate payment involved with the GCA night staff.**

## **Monday-Friday Limitations**

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

Elementary North's cafeteria and multipurpose room can not be scheduled until after 6:30 p.m. due to Hawthorn Afterschool Club (HAC) needs.

Middle North and Middle South Cafeteria and Gyms have changing and later submitted internal sports schedules which can cause bumps and/or cancellations.

**Elementary South, Townline and Aspen's cafeteria are under a SHARED set up from school release times until 5pm. Therefore if you are booking before 5pm, use the CAFÉ A/CAFÉ B choices. After 5pm, use the CAFETERIA choice. If you have an event that starts earlier and goes past 5, you will have to split the event when you book it with two separate requests and timeslots. If you do not do this – CONFLICTS will occur.**

Townline has very limited space available in their gyms (and in on some days, in their cafeteria) until after 6:30 p.m.

Aspen is not able to schedule any events in their gyms and cafeterias until after 3:15 p.m. due to Hawthorn Afterschool Club (HAC) departures.

District 73's in-house, school-based needs always take precedence with regard to space usage. Hawthorn School District #73 reserves the right to cancel or bump outside events for internal needs. These bumps can be from a reasonable notice, to last minute.

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**BUMPING** – Many events are booked on the calendar for the entire school year. When an internal group schedules late or has a last minute need, they can bump an external group at any given time. This does occur, unfortunately, however we will try to accommodate another space area if possible. Hawthorn School District #73 reserves the right for priority when it comes to internal events.

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