

**Hawthorn School District #73 – Internal Building Space Request Form – Building Schedule Center (BSC)
Late Space Request Resulting in a Cancellation**

When it comes to scheduling events and arranging for space in our buildings, it is ineffective if not impossible to carry over requests from one school year to the next. Rather, each request must be made individually. Each school year, paperwork (emails, forms, and/or written documentation) must be submitted in order for us to make sure your space needs are adequately met. The Building Schedule Center does not assume responsibility for missed submissions, nor do we send reminders.

Please keep in mind that our buildings are extremely busy and space is limited. A variety of community partners count on Hawthorn to provide space for their activities. Cancellations create great difficulties for these organizations, particularly when they are made late in the process, causing these groups to scramble in order to make alternative arrangements. While school-based events will always take priority, as a courtesy to our own staff and to our community partners, we encourage everyone to plan as far as possible in advance for your space needs.

Form Rev. 6/2016

Requestor to fill out (below) and get building principal approval, then return form, asap, to Facilities Dept office so they can facilitate the cancellation, notify group asap, and acquire the second endorsement. Processing time is imperative so students from the cancelled event have enough time to be given direction and it keeps safety in consideration.

Requestor: _____ **HD #73 Phone:** _____ **Event:** _____

Is this a Hawthorn Event? **Yes** **No** **Building:** _____ **Date(s):** _____ **Time:** _____

Space: **Gym:** _____ **Multi** **Café:** _____ **Library** **Other:** _____

Reason unable to submit within timeline guidelines or submit paperwork to notify Building Schedule Center:

(BSC will also attach correspondence/emails)

1. Principal Approval: _____ **Date:** _____

Unfortunately, sometimes an individual is unsettled with the notice, please direct their call to:
(please ✓)

Requester **Building Principal** **If not indicated, defaults to Requester.*

2. Facilities/Administration Signature: _____ **Date:** _____

Cancelled Event Information to be completed by the Building Schedule Center (Information/Notes):