

Hawthorn District #73 scheduling is done through a computerized software program where a scheduler enters his/her requests directly for a group. It has been confirmed that you are **not** on the Hawthorn Building Usage Schedule by your scheduler. For safety, security, and liability factors, we **cannot** allow usage at this time. Therefore, please follow the procedure as listed or as directed by your group scheduler. Our night staff does **not** have access to contact numbers, and Hawthorn will not release contact phone numbers. Therefore, please have contact number needs on hand for Park District or 3rd Party groups.

- **Park District Groups Usage Space Activities**

- PD Enrichment Programs, Events, or Sports contact Park District – VH Park District or VHPD Athletic Supervisor.

VH Park District Direct Number: 847-996-6800.

- **3rd Party Groups that book space through the Park District**

- Contact the Third Party Group or your scheduler from the third party directly.

- **Outside Groups**

- Please check your confirmation emails. This is the 2nd email that comes through the system after your request. Confirmation of receipt (the immediate email after a request) is not a confirmation. Please also check for any rejections or additional email that may have come through your spam folders. If you were confirmed, the Hawthorn GCA Night person will contact our Facilities Department for further approval or explanation.

The Hawthorn GCA Night Staff will give you time to make contacts and allow shelter in the entrance areas, but gym use is not permitted until an approval exists. If approval does not exist, Hawthorn will allow dismissal time and shelter for the coach with participants, until the participants are picked up.

Note: Groups that are NOT on the schedule is an issue between your group and your scheduler, and cannot be resolved by Hawthorn or the Hawthorn GCA Night Staff.