

QUICK TUTORIAL

Building Schedule Link

<http://www.facilitytree.com/hawthorn/public/schedule1/pubmain.cfm>

Webpage

www.hawthorn73.org/buildingschedule

Random Dates: Click on your dates, arrow over for more dates. CLICK SUBMIT

Please read the terms of use before proceeding.

**RULES AND REGULATIONS
GOVERNING THE USE OF HAWTHORN SCHOOL FACILITIES
FEES/BILLING - UPDATE 7/2014**

Please also review BUILDING SCHEDULE WEBSITE under www.hawthorn73.org.

Your e-signature is considered your approval and acceptance of the website guidelines and the agreement by clicking the ACCEPT button.

For the purpose of determining priority of usage and rental fees, groups, and/or organizations shall be classified as follows:

Class A - School-Related Organizations

- Any group affiliated with the Park District, Curriculum groups, band groups, etc. Required fees will apply.
- Any school related youth organizations, such as Boy Scouts, Girl Scouts, Brownies, Y.M.C.A., Blood Drive, etc. Required fees will apply.

Class B - Community Service Organizations

Accept

- Main Menu**
- Reserve a Room
 - Master Summary Calendar

Schedule a Room Reservation

Building: (select / clear)

Floor: (select / clear)

Room: (select / clear)

Individual Reservation

Reservation Date: [P.C.]

Start Time: : :

End Time: : :

Repeating Weekly Reservation

Start Date: [P.C.] End Date: [P.C.]

Start Time: : : End Time: : :

Every: Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday

Repeating Monthly Reservation

Start Date: [P.C.] Number of Months:

Start Time: : : End Time: : :

To use Repeating Monthly Reservations: Select a start date. The system will determine what day of the week and what week you have selected. Select a Number of Months and a Start Time and a Stop Time. The system will calculate the date for each month for the next reservation. An example if you pick March 3, 2009 for the reservation date, that is the first Tuesday of the month. If you want the reservation to repeat for three months the system will calculate the first Tuesday for April and May and create reservations.

Random Date Reservation

Start Time: : : End Time: : :

To create a random date reservation, enter the start time and the stop time. Then click Submit. You will be presented with a calendar that you can select dates from and scroll from month to month.

Submit

SELECT

- Building
- Floor – Building Usage Rooms
- Room

Make a choice of what type of reservation.

- Individual Reservation: One date need.
- Repeated Weekly: Park District, Sports practices, need weekly.
- Repeated Monthly: System picks open dates for you – Scout meetings uses
- Random Date Reservation: Not consistent, random, bulk dates with the same timeslots.

Select Random Dates for Space Reservation

◀ Go Back 3 Months – Go Forward 3 Months ▶

August							September							October							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							

You may select up to 28 dates:

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Enter Space Reservation Details

Contact Information

Requestor Name:

E-Mail:

Phone:

Fax:

Department: (select)

RED DOTS MUST BE FILLED OUT

Location

Building: Aspen School

Floor: BUILDING USAGE ROOMS

Room: Multipurpose room

Location:

Date & Time of Reservation

Reservation Date: Thursday, September 15, 2016

Reservation Time: 7:00 PM to 9:00 PM

Details

Title:

Description/Instructions:

Add setup directives. If nothing listed, there is no set up.

Add More Information

Add a Room

Add Items

Add Assos

Add image

Add a Resource

Set Calendar Color

Complete the Request

Cancel

Submit

Additional Rooms needed – If needed, at the bottom, there is an ADD ROOM button.

Add Room (only applicable if you need more than one room). Click Bldg, Select Floor, Click Room, Click Add, when done adding rooms, Click RETURN.

Keep in mind, we just book Gyms, Cafeterias, Multipurpose Room (where applicable), Park District Enrichment Class Locations (varies, see Procedure on Wiki).

Add Additional Rooms

Building: (select/clear)

Floor: (select/clear)

Room: (select/clear)

Return

Add

Rooms already attached to reservation:

Building ID:	Floor ID:	Room ID:
MSN	01	137

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Conflict Resolution for Random Dates

There is a conflict between the requested date/time and an existing reservation. Please revise your request to correct this problem, or delete this request.

Location:

Building: (select/clear)

Floor: (select/clear)

Room: (select/clear)

Dates:

Selected Times

Start Time: (h:mm AM/PM)

End Time: (h:mm AM/PM)

Click Delete to remove this reservation and start from the beginning.

Delete

To revise a reservation change your selections above the click Revise.

Revise

To request just the spaces that are available and skip the spaces that are taken click Only Available.

Only Available

There are conflicts with the following reservations:

- Reservation ID 6043 Master ID 4997 Thursday, June 24, 2010 from 1:00 PM to 5:00 PM

If Conflict resolution pops up, you can see at the bottom, the dates that are in conflict. Your choices are:

- *Submit **ONLY AVAILABLE** - which gives you the okay to approve the request for all the dates that work and takes out those that have conflicts
- ***DELETE** out/start over
- ***REVISE** and choose substitute dates within the **DATES** area and click on the boxes to right to select a new date.

Internal events are ONLY allowed to bump, therefore, if you need that date, proceed with your other dates in the request that were able to go through. The date in conflict can be checked with your custodian or building secretary. If you want to move forward with the BUMP, fill out form, building principal must sign, and send to Jennifer Heavrin asap.

FINISHED – CLICK SUBMIT --- 2 emails will come to you!

You will get a confirmation “received” email immediately, and an approval or rejection email will follow thereafter. If you have not received a confirmation of receipt and/or approval, please check SPAM/Quarantine folder.

Cancellations/Date Changes

You have the choice to book dates and you can always cancel if not needed. For internal events, best to book and you can always cancel.

Cancel procedure: email, heavrinj@hawthorn73.org with your Reservation number(s), date(s), bldg, timeslot, title(s) of event. Change of dates: Resubmitting another date, treat as a cancellation, then put in your new date as a new reservation.