Hawthorn School District 73 Facility Usage Requirements 2025-26

For safety and security reasons, all the following rules and regulations must be adhered to. Compliance with these rules and regulations is part of the contract provisions. Non-compliance may result in facility use privileges being suspended or revoked. Organization leaders are responsible for ensuring that all building rules and regulations are enforced and followed by their group and attendees.

1. Entry doors are to remain locked at all times and shall not be propped open. A representative of the group must monitor entry doors and allow only members of the group into the building.
2. Fire exits, doorways and hallways are to be kept passable at all times.
3. The allowable number of persons for groups shall not exceed the count provided at the time of the reservation confirmation.
4. Capacity numbers and Custodial coverage are considered by the District when approving building usage requests.
5. Usage should not exceed the capacity of the rental space.
6. At any time, only District staff are authorized to move or operate portable and/or pocket tables. This guideline is important to prevent possible injuries, as well as to preserve District equipment.
7. Any and all setup needs should be submitted at the time of usage request and finalized upon approval of facility use.
8. Facility users are advised that nothing should be taped or hung up without prior approval. The use of packing tape and duct tape is very damaging to doors and surfaces in the schools. Should you have the need for some sort of temporary sign, you are advised to connect with the building custodian, or secretaries if using during school hours.
9. During rental time, District custodial staff has full authority and their direction must be adhered to by the group attendees. Any mistreatment of District staff, such as threats or foul language, may result in future privileges being suspended or revoked.
10. In addition to building usage fees, and depending on the usage day of the week, each group using District facilities will be charged custodial fees starting with a minimum of 3 hours.
11. The 3-hour minimum charge will cover any setup and take down needed, as well as basic cleanup of the area used. Should there be extensive needs and/or excessive cleaning required, additional custodial fees may be charged to the group. Additional charges are at the discretion of the District.
12. When considering facility rental details, no matter the size of the group, it is at the discretion of the District to determine the need for custodial support during the facility rental. Should it be determined that a full-time custodian is required to be present during the time of rental,

charges would include a 3-hour custodial charge for the open and close responsibilities, along with the hourly custodial charge for the full reservation time. These custodial charges are in addition to the facility usage room fees.

13. For groups with an attendee size of 150 or more, the District shall require that one custodian is assigned and onsite during the full rental time Rental charges will include a 3-hour custodial charge for the open and close responsibilities, along with the hourly custodial charge for the full reservation time. These charges are in addition to the facility usage room fees.
14. For larger groups of 200 or more, the District shall require that two custodians are assigned and onsite during the full rental time. Rental charges will include a 3-hour custodial charge for the open and close responsibilities, along with the hourly custodial charge for the full reservation time for each custodian on duty. These charges are in addition to the facility usage room fees.
15. Upon arrival, a group representative is encouraged to speak with the building custodian to ensure that they have no questions and have everything that is needed. Should a custodian need to be called back to the building, an additional charge will be assessed.
16. Use of District equipment by external groups is not allowed, with the exception of tables and chairs previously requested and approved by the District. All setup needs must be communicated at the time of your reservation request and in advance of your rental date(s).
17. Food should not be brought in or served during a group's facility usage. Specifically, food is not allowed in the gyms and classrooms, only water.
18. Should a group have a special request to provide food, this must be included in your initial Facility Usage Request for consideration by the District. Details in your request should include the food plan, type, method of serving and any setup needed. Special requests will be subject to review by the Facility Usage Supervisor.
19. Setup and take down of folding tables and chairs is the responsibility of District staff. External groups are not required, and should not, move tables or put chairs back on the racks.
20. Groups using District facilities are responsible for maintaining the general appearance and cleanliness of the areas used. Groups should inspect these areas and dispose of trash, debris, water bottles, etc. before leaving the building.
21. For rentals including children, the group will provide at least one adult supervisor for every 30 children in attendance. Proper supervision and behavior of children must be maintained. Attendees should remain in the area of the building that has been reserved.
22. External groups that use District facilities will not store any of their equipment on District property.
23. The following is always prohibited while on, or using, District property:
    a. Possession or use of weapons
    b. Illegal drugs or drug paraphernalia
    c. Smoking or the use of tobacco products, electronic cigarettes

    d. Consumption or service of alcoholic beverages
    e. Gambling of any kind
    f. Candles, sternos, matches and other open flame type devices
24. Use of hard balls and bats are prohibited. Only rubber safety-coated baseballs and softballs can be used for drills.
25. Use of the gymnasiums or multipurpose rooms for athletic activities will necessitate the use of gym shoes.
26. Any craft activity such as painting, tie-dying, use of glitter, confetti or anything that has the potential to cause damage to school property is prohibited.
27. Animals are not permitted in District buildings.
28. The building will not remain open after 10:00pm.
29. Before- and After-School Care Organizations will be submitting, or have already submitted, their plan to the Administration stating their plans to follow all of the Hawthorn School District 73 protocols. District protocol and these plans are to remain in force until determined otherwise.
30. Users of Hawthorn School District 73 facilities should follow the guidelines set by the Governor of Illinois and the CDC.
31. Should a group have an emergency need during the time of their scheduled use, they are encouraged to contact the Maintenance on-call number (847-778-3094). The answering service will take your information down and page the on-call person who will respond to you directly.