

Facility Scheduling Guidelines for District/School Sponsored Events

PERMITS REQUIRED for All district-sponsored events that take place prior to the school day, after school and on weekends.

These events include but are not limited to:

- ❖ Advisory Groups
- ❖ Athletic Events (practices, games, meets, matches)
- ❖ Concerts
- ❖ Conferences
- ❖ Custodial Maintenance Projects
- ❖ PTO/PYA Meetings and Activities
- ❖ School Events (open house, dinners, carnivals/festivals)
- ❖ Staff Meetings
- ❖ Theater & Music Productions

How do I submit a request?

1. Submit Online (<https://hopkins.thatscommunityed.com/facilities/new>)
2. Complete the Facility Use Reservation Application.

Forms are available in all school offices from the Administrative Assistant or on the District Website under Community Education, Facility Use. Choose the [Facility Use Reservation Application form.](#) Send your application to **Community Education-Facility Use** in one of the following ways:

- ❖ **Email** to Melissa Stapf@hopkinsschools.org
- ❖ **Drop off** at Eisenhower Community Center, Room 170, 1001 Hwy 7, Hopkins.
- ❖ **Interschool Mail** to Eisenhower-Facility Use Office-Room #170

What happens with my request?

The application should be processed within two days. Your event will be entered into the District Wide Scheduling database & will appear on the building schedule. You can monitor the status of your request under **Account Management**; your request is confirmed when "Accepted."

Please review your permit and notify the scheduler if you need to make any adjustments to your reservation. By referencing your permit number, we can easily make changed over the telephone or by email. Please cancel if you no longer need the space as we have many users and limited space.

Please keep in mind:

Multiple dates can be scheduled on one request as long as the activity name is the same.

Events are scheduled in the order they are received.

Including AV equipment and room set up information on the application is important and saves time.

Entry time, event start time and exit time are required.

Gym Usage:

Gymnasium usage is in high demand all year round.

District 270 Music Concerts:

All music concerts/rehearsals which take place in a **District Theater/Auditorium** venue should be scheduled through Alan Thompson at x4976 or emailing

Alan.Thompson@hopkinsschools.org or by contacting Mike Messer at x4072 or emailing

Michael.Messer@hopkinsschools.org.