

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/PTA Meetings and Activities
- ❖ School Events (open house, dinners, carnivals/festivals)
- ❖ Staff Meetings
- ❖ Theater & Music Productions

How do I submit a request?

Complete the Facility Use Reservation Application.

Although forms are available in all school offices from the Administrative Assistant, the easiest way is to submit by email. Go to the District Website under Community Education, Facility Use, Using School Facilities, District's facilities and click on the Application for School Facility Use. Complete form and submit. Application will automatically be emailed to Marcy Burnevik.

Your application can be submitted in one of the following ways:

- ❖ **Email** to marcy_burnevik@hopkins.k12.mn.us (according to directions given above.)
- ❖ **Drop off** at Lindbergh Center 2400 Lindbergh Dr. Minnetonka
- ❖ **Interschool Mail** to Hopkins High School- Lindbergh Center
- ❖ **FAX** to 952.988.4546

What happens with my request?

The application will be processed within two days. Your event will be entered into the District Wide Scheduling database & will appear on the building schedule. A permit will be issued for your event and will be sent to you.

Please review your permit and keep it for reference. Notify the scheduler if you need to make any adjustments to your reservation at 952.988.4519 or marcy_burnevik@hopkins.k12.mn.us . By referencing your permit number we can easily make changes over the telephone or by email.

Please keep in mind:

Multiple dates can be scheduled on one application.

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 around.

District 270 Music Concerts:

All music concerts/rehearsals which will take place in a **District Theater/Auditorium** venue should be scheduled by calling Susan Easton at x4072 or emailing Susan_Easton@hopkins.k12.mn.us .