



## J. Sterling Morton High School District 201

### BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

September 10, 2025

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for August 2025

GROUP	FACILITY REQUEST	DATES
Options Fair  Carolina Schoenbeck	West Field House, Main Cafe, Staff Cafe, Senior Cafe, Auditorium, Main Gym and Parking Lot	Oct 15 2025 5:30pm-8pm

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #** \_\_\_\_ - \_\_\_\_

Class III ☐

**NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:**

Options Fair

**CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:**

Carolina Schoenbeck [cschoenbeck@csd99.org](mailto:cschoenbeck@csd99.org)  
708-699-5462 \_\_\_\_\_

**DESCRIPTION OF EVENT/ACTIVITY:**

Options Fair is a group that consists of 30 neighboring school districts and gives students with IEPs and 504s options for after high school, options that include colleges, community colleges, trade schools, and adult agencies.

**ATTENDANCE (Breakdown by Adults and Children – will be verified):**

ADULTS 750 on average  
CHILDREN only if families bring them

**WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS?  
IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS?**

No fee

**DATE(S) OF EVENT:**

October 15<sup>th</sup>, 2025 from 530-8p,

**TIME(S) OF EVENT:**

SET UP needed day of event 10/15

BREAKDOWN needed day after event 10/16

**ADDITIONAL NEEDS (Equipment or Special Requests):**

On site security presence as determined by West policy, maintenance, IT, SPED department staff, volunteers, translators

**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])**

Morton East	<b>Morton West</b> <u>  X  </u>	Freshman Center	Alternative
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**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

Classroom <u>      </u> *	<b>Staff Cafeteria</b> <u>  X  </u>	<b>Senior Cafeteria</b> <u>  X  </u>	<b>Main Cafeteria</b> <u>  X  </u>
Library <u>      </u>	<b>Auditorium</b> <u>  X  </u>	Little Theater <u>      </u>	Stadium <u>      </u>
<b>Field House</b> <u>  X  </u>	<b>Main Gym</b> <u>  X  </u>	Other Gym <u>      </u> *	Locker Room
Conference Room <u>      </u> *	Pool	Pool Locker Room	Playing Field <u>      </u> *
Cardio Room <u>      </u>	<b>Parking Lot</b> <u>  X  </u>	Other	

\*Specify Exact Location of Requested Use \_\_\_\_\_

**ADDITIONAL RULES & REGULATION CONCERNING USE**

1. District staff members must make arrangements for any needs they may have concerning the use of the facilities, including but not limited to audio visual equipment, food service, maintenance, etc. Such arrangements may require payment depending upon the rules governing facilities usage.
2. Each organization using the school facilities shall be responsible for the conduct of the people admitted and any damage or breakage incurred during the activity. The Board of Education is not responsible for any injury to persons attending, damage to personal property, or loss of personal effects.
3. All organizations must submit a certificate of insurance in accordance with all rules and regulations concerning facility usage including, but not limited to, naming J. Sterling Morton High School District 201 as an additional insured.
4. Class III applications must submit proof the organization is a qualified tax-exempt entity, such as the organization's IRS determination letter.
5. **SMOKING OR THE USE OR POSSESSION OF INTOXICATING LIQUORS AND DRUGS IS NOT ALLOWED IN OR ON DISTRICT 201 PROPERTY.**

I, as the applicant submitting this Request for Facilities Use, agree to the above rules and regulations concerning the usage of District 201 Property and/or Facilities as well as the Policies and Procedures of the Board of Education of District 201.

Dan Loftus, MTC Coordinator and D201 Options Fair

Representative \_\_\_\_\_

SIGNATURE & PRINTED NAME

\_\_\_\_\_ August 25<sup>th</sup>, 2025 \_\_\_\_\_

DATE

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

<b>BUSINESS OFFICE SECY</b>	<b>PERMIT NO.</b>	<b>DATE RECEIVED/APPROVED</b>