J. Sterling Morton High School District 201

BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

November 11th, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for November 2026

GROUP	FACILITY REQUEST	DATES
Berwyn South District 100 Mary Havis	West Auditorium	June 1st 2027 4pm-8pm
WSSRA Kim Kassam	West Field House/Main Gym/Other Gym	Feb 3, 2027-May 12, 2027 Wednesday's 6:15pm-8pm

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE:
Class I X Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Berwyn South School District 100 – 3401 S. Gunderson Avenue, Berwyn IL 60402

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

Mary Havis – mhavis@bsd100.org – 708-303-4033

DESCRIPTION OF EVENT/ACTIVITY:

Promotion ceremonies for Heritage Middle School and Freedom Middle School

ATTENDANCE (Breakdown by Adults and Children – will be verified):
ADULTS: 750 Staff & Families *CHILDREN: 165 promotion students*

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

No

DATE(S) OF EVENT: ***Tuesday, June 1, 2027***

FROM _____ (Month/Day/Year) TO _____ (Month/Day/Year)

TIME(S) OF EVENT:

FMS ceremony at 5 p.m. and HMS ceremony at 7 p.m.

SET UP (If Needed): ***Chairs on stage and Band equipment*** **START:** ***4 p.m.***

BREAKDOWN (If Needed): ***Band equipment picked up the next morning.*** **END:** ***8 p.m.***

ADDITIONAL NEEDS (Equipment or Special Requests):

Our ceremonies were held there last year, so it would be the same process.

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

Morton East ____	Morton West ____	Freshman Center ____	Alternative ____

FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

Classroom ____ *	Staff Cafeteria ____	Senior Cafeteria ____	Main Cafeteria ____
Library ____	Auditorium ____	Little Theater ____	Stadium ____
Field House ____	Main Gym ____	Other Gym ____ *	Locker Room ____
Conference Room ____ *	Pool ____	Pool Locker Room ____	Playing Field ____ *
Cardio Room ____	Parking Lot ____	Other ____	

***Specify Exact Location of Requested Use:** *Morton West Auditorium*

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.

Mary Havis

Mary Havis — SIGNATURE & PRINTED NAME

7.15.26 — DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED
		7/15/2026 / 10/9/2026 per Dr. Sanchez

FACILITY RENTAL AGREEMENT

J. STERLING MORTON HIGH SCHOOL DISTRICT 201

General Policies

1. At the Superintendent's discretion, DISTRICT may grant individuals or entities, including but not limited to community and/or student organizations, short-term rental access to school facilities, provided such organizations agree to the terms listed in the Conditions for Rental section of this document.

2. During the school term, the District's facilities and property are ONLY available for usage outside of school hours (8:00 a.m. and 3:30 p.m) and up to 9:00 pm by outside groups UNLESS prior approval is granted by the Superintendent or designee.

3. No rentals shall be allowed on district holidays or during summer hours unless permitted by the Superintendent or designee.

Conditions for Rental

Permission to rent facilities is subject to approval by the Superintendent or designee upon submission of all required materials to the District 201 Business Office. Permission for rental will not be granted unless the renter agrees to abide by the provisions contained in the Facility Usage Application, Rules and Procedures. In addition, the following rules must be followed by the individual or entity whose Application is approved for usage:

1. Abide by all Federal, State, County and local laws including all rules and regulations of DISTRICT.

2. All advertisements and information must note the name of the organization and telephone number of a contact person AND should neither imply the endorsement of DISTRICT nor have DISTRICT phone numbers listed. Advertisements must not be made or distributed prior to the approval of a requested usage AND execution of a rental agreement. DISTRICT will review and approve all advertisements for any event prior to its distribution if so requested from the individual or entity approved for usage.

3. Maintain a tobacco-free, alcohol-free and drug-free environment.

4. Permit DISTRICT employees, at the discretion of the Superintendent or designee, to attend or monitor the group meeting or activities.

5. Submit Facility Rental Time Cards so that the District may assess any additional fees. Renters must sign in upon arrival and sign out immediately before departure. Failure to

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE:
☐ Private ☐Public ☐Governmental Body/Entity, Etc. ☒Not for Profit- ID#_____

NAME OF ORGANIZATION REQUESTING FACILITY USE:

West Suburban Special Recreation Association

ADDRESS OF ORGANIZATION:

2915 Maple St.

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

KimKassam KimK@wssra.net 847.455.2100 x224

DESCRIPTION OF EVENT/ACTIVITY:

Track/Field Special Olympics Practice

PROBABLE ATTENDANCE (Breakdown by Adults and Children):

15 - age 8yr - above

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

no

DATE(S) OF EVENT: Wednesdays no Program 3/31

FROM 2/3/27 (Month/Day/Year) TO 5/12/27 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) 6:15 START 6:15pm

BREAKDOWN (If Needed) 7:45 END 8:00 pm

ADDITIONAL NEEDS (Equipment or Special Requests):

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

Morton East ____	Morton West X	Freshman Center ____	Alternative ____

FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

Classroom ____ *	Staff Cafeteria ____	Senior Cafeteria ____	Main Cafeteria ____
Library ____	Auditorium ____	Little Theater ____	Stadium ____
Field House X	Main Gym X	Other Gym X *	Locker Room ____
Conference Room ____ *	Pool ____	Pool Locker Room	Playing Field ____ *
Cardio Room ____	Weight Room ____	Parking Lot ____	Other ____

***Specify Exact Location of Requested Use** We are okay with any of the 3 locations just so we have it all season.

ADDITIONAL RULES & REGULATION CONCERNING USE

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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.

3. The Board of Education is not responsible for any injury to persons attending, damage to personal property, or loss of personal effects.

4. 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.

5. SMOKING OR THE USE OR POSSESION OF INTOXICATING LIQUORS 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.

SIGNATURE

DATE 9/30/26

Kim Kassam

PRINTED NAME

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED
		9/30/2026 / 10/30/2026 Per Dan Woulfe w/ 2-3 days not available