

TO: Tim Truesdale
FROM: Christopher Blomquist
DATE: June 11th 2025
SUBJECT: Facility Usage Requests

Listed below are the most recent requests we have for the use of district facilities.

[illegible]

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # 369 -
005796

☒ Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

City of Berwyn, 6700 W. 26th Street, Berwyn, IL 60402

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

Claudia E. Ayala Cayala@ci.berwyn.il.us 708-749-
6432

DESCRIPTION OF EVENT/ACTIVITY:

Independence Day Fireworks

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

ADULTS _____ CHILDREN _____

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

N/A

DATE(S) OF EVENT:

FROM 7/3/2025 (Month/Day/Year) TO 7/3/2025
(Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) 4:00pm START _____

BREAKDOWN (If Needed) 9:30pm END _____

ADDITIONAL NEEDS (Equipment or Special Requests):

—Use of stadium sound system to use in coordination with fireworks display, North stadium entrance use.

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #36-3038149
Class I Class II ☒ Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

North Berwyn Park District, 1619 Wesley Ave, Berwyn IL 60402

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

Joseph C Vallez, Executive Director, 708-749-4900x17 nwoods@nbpd4fun.org

DESCRIPTION OF EVENT/ACTIVITY:

5K Run/Walk

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

ADULTS 1000

CHILDREN 200

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

N/A Requesting Overnight Parking For Use of the residents as cars will need to be off the street from Friday night thru end of race Saturday morning.

DATE(S) OF EVENT:

FROM Aug 15, 2025 (Month/Day/Year) TO August 16, 2025 (Month/Day/Year)

TIME(S) OF EVENT: N/A DOES NOT APPLY

SET UP (If Needed) _____

START _____

BREAKDOWN (If Needed) _____

END _____

ADDITIONAL NEEDS (Equipment or Special Requests):

- Lot use for residents who have to remove cars from street;
- Access to electric cord out front door for DJ morning of race, Sat, Aug 16, 2025
- Approval for sbc -waste solutions (we order) to place port o potty on Home just South of school;
- Request cheerleaders and Mascot to cheer on runners on Sat, Aug 16 from 8:00am- approx. 10:00am as they pass by school;
- Possible water station area to be placed on street by school;
- School to be used as an emergency shelter if needed during race as last year request.

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

Morton East	Morton West XX	Freshman Center	Alternative
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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	Weight Room	Parking Lot XX	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.



SIGNATURE & PRINTED NAME

2/27/25

DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED

USAGE SUMMARY FORM

Rental/Usage Fees:

Base Fee: _____

Custodial: _____

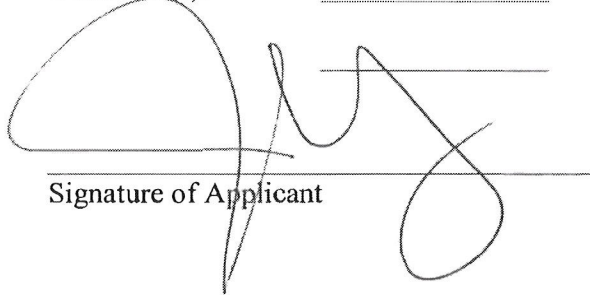
Security: _____

Food Service: _____

Sound/Lighting: _____

Equipment: _____

Other Fee(s): _____



Signature of Applicant

2/27/25

Date

Signature of Superintendent

Date

Signature of Business Office

Date

Business Office Only

Application Submitted

Proof of Insurance Submitted

Proof of Non-Profit Submitted

School Sign Off (availability)

Custodian notification and confirmation of coverage

Agreement execution

Invoice sent

Other requests notified and confirmed

School related hour calculation