



J. Sterling Morton High School District 201

BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

December 10th, 2025

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for December 2025

GROUP	FACILITY REQUEST	DATES
Morton East Class '76 Gail Kraska	Morton East Tour	Sept 12th, 2026 9am-10am
Baila Conmigo/ Dance With Me Margo Ruark	West Auditorium	June 10 th & 11 th 2026 4pm-6pm June 14 th 1pm-3:30pm
Berwyn South School District 100 Mary Havis	West Auditorium	May 28 th 2026 4pm-8pm
Pink Divas & Gents NFP Breast Cancer Organization Janel Moreland	West Parking Lot	June 27 th , 2026 6:30am-1pm

Illinois State Police Elizabeth Clausing	West Classrooms West Auxiliary Gym West Fieldhouse West Parking Lot	Jan 24 th 2026 6am-6pm
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DESCRIPTION OF EVENT/ACTIVITY:

(50TH)
MORTON EAST CLASS OF '67 50TH REUNION TOUR
AND MEET AND GREET WITH
MORTY, MUSTANG

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

ADULTS _____

CHILDREN _____

WE CAN PROVIDE #

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

2 DAYS PRIOR

NO ADMISSION CHARGE

DATE(S) OF EVENT:

SEPT 12 2026 - SEPT 12 2026

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

TIME(S) OF EVENT:

SET UP (If Needed) _____

START _____

BREAKDOWN (If Needed) _____

END _____

WE WOULD NEED MORNING TOUR 9 AM ON THAT DAY
LET US KNOW AVAILABILITY OF TIMES.

(LATER)

ADDITIONAL NEEDS (Equipment or Special Requests):

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

Morton East _____	Morton West _____	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 _____	Parking Lot _____	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.

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.

Gail Kraska GAIL KRASKA 10/24/25
SIGNATURE & PRINTED NAME DATE

*****OFFICE USE ONLY*****		
BUSINESS OFFICE	RECEIVED	DATE

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

Organization Name: Baila Conmigo Dance With Me

Address: 6829 Stanley Ave, Berwyn, IL 60402

Contact Name: Margo Ruark, Owner

Phone: 773-339-4696 (cell)

E-mail: info@dancewithme.fun

Organization Class: Youth Recreation

Tax-EIN#: 88-1266992

Event Description: 2026 Spring Dance Recital

Athletic Facility being used?: No

Campus: Morton West **Facility:** Morton West Auditorium

Event Date: two shows Sunday June 14, 2026, each an hour long with time in between to clear out one audience and prepare for the next.

Multiple Dates: two separate dress rehearsal dates weeknights prior to the recital Wednesday, June 10, 2026 and Thursday June 11, 2026

Event Time: Recital on June 14: 1 p.m. and 3:30 show times

Dress rehearsal times both dates: 4-6 p.m

Setup Time for dress rehearsals: 1 hr

Breakdown Time: 30 min

Setup Time for show time: 1.5 hours

Breakdown Time: 30 min

Open to the public?: performances yes. Dress rehearsal no

Attendance: in 2025, we had 950 people attend (includes both shows) plus 170 dancers and 10 studio faculty and staff. Dress rehearsal attendance approx. 85 children per show with one parent plus faculty and staff;

Kitchen needed?: no

Type of food being served: during dress rehearsal we had a catered parent appreciation "lounge" area with coffee and pre-package baked goods in the auditorium lobby. We would like to offer this again

Tables needed?: Yes. **How many?** 6 **Chairs Needed?** Yes **How Many:** 12

Purchasable tickets on site: no

Payment Type: all pre-sale

Is food purchasable: probably bottled water only

Payment Type: cashless

Sales during event: purchased on pre-order basis and simply distributed at the shows

Payment Type: pre-order or cashless

IT/AV setup needed: yes - stage lighting and sound, microphone; we also require a WiFi hotspot to run our check-in system.

Additional Notes/Needs: We have held our recital at Chodl Auditorium for the past three years in mid-May. To avoid recurring scheduling conflicts with school, family, and religious events, we are seeking a June date for our 2026 recital. However, we understand that Chodl may not be available in June due to staffing limitations. Our event typically requires 6–8 crew members plus a theater director, as well as security. In previous years, this has included 6 school security officers (lobby, backstage, and student balcony) and 2 police officers operating metal detectors at the entrance. We are also supported by a parent who serves as a trained stage manager, and we hope she will be available again in 2026.

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #84-3897764

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

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Pink Divas & Gents NFP, Breast Cancer Organization – 402 50th Ave., Bellwood, IL. 60104

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

Janel Moreland, pinkdivasandgents@gmail.com, (708) 296-9274

DESCRIPTION OF EVENT/ACTIVITY:

9th Annual Breast Cancer Walk Run

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

ADULTS Approx. 250

CHILDREN Approx. 30

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

There is a registration fee of \$30, which includes a t-shirt that is worn at the event, drawstring back and light store-bought refreshments. Pink Divas & Gents 501c3, NFP Org. will receive any remaining proceeds to be used towards breast cancer.

DATE(S) OF EVENT:

FROM 6/27/2026 TO 6/27/2026

TIME(S) OF EVENT:

SET UP: (If Needed) 6:30am

START: 8:30am

BREAKDOWN: (If Needed) 12pm

END: 1pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Access to indoor track incase of rain, access to restrooms, and use of tables and chairs, please.

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

Morton East	Morton West X	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	Parking Lot X	Other	

***Specify Exact Location of Requested Use: Set up on outdoor grass area, walk on blacktop driving area and walk around the school & prairie path and parking lot for parking.**

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. 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.
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SIGNATURE & PRINTED NAME

11/25/2025
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # 36-600432

☐ Class I ☒ 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: 175 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: *Thursday, May 28, 2026*

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

TIME(S) OF EVENT:

HMS ceremony at 5 p.m. and FMS 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
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FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

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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*

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Mary Havis
SIGNATURE & PRINTED NAME

11.25.25
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED

FACILITY RENTAL AGREEMENT

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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

11/24/2025

Please complete the form a minimum of three days before the requested date

The facility request form may be denied if completed incorrectly or too close to the date requested**Please provide specific details about your event.**

Person in Charge: Illinois State Police
 Faculty members must present at the event

Name of Club or Organization: _____

Probable # of Attendees: 190

Open Gate (required if 500+ open to the public)

Will Security be needed: ☒ Yes ☐ No

Check "yes" if event is after-hours

door 13 (entrance to event)

custodians (14 hr shift)
security (13 hr shift)Event Name: ISP testing + agility

Event Type (check one)

☐ Club Meeting ☐ Performance ☐ Workshop ☐ Fundraiser☐ Guest Speaker ☐ School Day Event ☒ Other: outside partnerTime Facility is needed: From: 6amTo: 6pm

Time of Event: From: _____

To: _____

Which door # will they use to enter and exit 13Date(s) requested: January 24, 2026 6am-6pm

Use the area below for more than 1 date and/or explanation of dates needed

Please check the area(s) needed:

☐ Auditorium☐ F/A Café☐ F/A S232 Activity (Blue Room)☐ M100☐ F100☐ A134A Conf. Rm☐ Student Café☐ F/A Great Room☐ Little Theater☐ Staff Café☐ Mustang Room☐ Student Activity Center (Located in the Main café)☒ Classroom(s)☐ E-Hall☒ Other PE Foyer, Auxiliary Gymg103, g105, g107, g109 + g hallwaysFieldhouse and PE bathrooms
- Parking for 200Floor Plan Attached? ☐ Yes ☐ No

Include layout for tables, chairs, stage, booths, etc.

Maintenance Clean up? ☒ Yes ☐ NoTables: 3Chairs: 6[in PE Foyer]Will there be food and drinks served? ☐ Yes ☒ NoWill items be sold? ☐ Yes ☒ NoWill the POS system be used? ☐ Yes ☒ NoIf so, have you submitted a Fundraising Form? ☐ Yes ☒ No

If so, please see Edith Ortiz in the cashier's office

If not, please submit a Fundraising Form to Valerie Palomares.

Will Audio/Visual Equipment Be Needed? ☐ Yes ☐ No

If yes, check all that apply and list in "Additional Notes" section:

☐ Microphones (wired/wireless)☐ Wi-Fi Hotspot (If hotspot is needed, please go to Principal's Office to request)☐ Speakers☐ Other: _____☐ Projector & Screen

Please specify here any additional notes (use the backside if needed)

- Equipment will come through garage/fieldhouse door - golf carts will need to be moved from area
- Three PE black mats (in cage) will be needed
- Large dry erase mobiles to be used (markers needed) - Ext. gates unlocked

To reserve P.E. facilities, reach out to Yolanda Pineda at YPineda@jsmorton.org. For the Knowledge Center, contact Jorie Grande at Jgrande@jsmorton.org. If you're looking to reserve the Auditorium, get in touch with Emerson Steinhaus at ESteinhaus@jsmorton.org. After that, come see me to complete the facility request form.

Please sign and email the Principal's Assistant Secretary, Chanel. (Cmontesdeoca@jsmorton.org)

Organizer: _____

Principal: Keewenaw

12/2/2025