

TO: Tim Truesdale
FROM: Christopher Blomquist
DATE: 5/14/2025
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 #36-2421197

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

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Our Lady, the Mystical Rose Parish

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

Eduardo de la Torre / edelatorre@olmrparish.org / (312) 731-9423

DESCRIPTION OF EVENT/ACTIVITY:

Parking Lot use for Parish Festival people attending

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?**

DATE(S) OF EVENT:

FROM May 29th, 2025 – 3pm (Month/Day/Year) TO June 1st, 2025 – 11pm
(Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) _____ START May 29th, 2025 – 3pm

BREAKDOWN (If Needed) _____ END June 1st, 2025 – 11pm

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 _____ **PARKING LOT** _____

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.

 Eduardo de la Torre
SIGNATURE & PRINTED NAME

May 06, 2025
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED

FACILITY RENTAL AGREEMENT

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