

J. Sterling Morton High School District 201

BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

May 13th, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for May 2026

GROUP	FACILITY REQUEST	DATES
Scouting America Joe Vitti	Morton East Pool ME Pool Locker Room	May 17 th 2026 8am-4pm
21 st CCLC Pathways (NEIU) Mirella Borjon Padilla	West Auditorium Little Theater	May 16 th 2026 2pm-8pm

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

Morton East <input checked="" type="checkbox"/>	Morton West <input checked="" type="checkbox"/>	Freshman Center	Alternative
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EAST OR WEST - WHICHEVER IS AVAILABLE

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 <input checked="" type="checkbox"/>	Pool Locker Room <input checked="" type="checkbox"/>	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.
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.

Javier A. Montano | JAVIER A. MONTANO
SIGNATURE & PRINTED NAME

05 | 01 | 2026
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED

USAGE SUMMARY FORM

Rental/Usage Fees:

Base Fee: _____

Custodial: _____

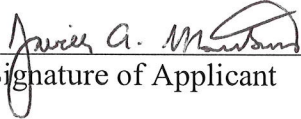
Security: _____

Food Service: _____

Sound/Lighting: _____

Equipment: _____

Other Fee(s): _____


Signature of Applicant

05 | 01 | 2026
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

Facility Inspection Form

Fill Out Upon Arrival

Date: _____

Time: _____

Organization: _____

Responsible Party: _____ Phone: _____

School Facilities Used: _____

Damaged Items: _____

Fill Out Upon Departure

Date: _____

Time: _____

Damaged Items: _____

AGREED / ACKNOWLEDGED (Circle One)

Renter: _____ Date: _____

Custodian: _____ Date: _____

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # ___-___

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

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

21st CCLC Pathways (NEIU)

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

Mirella Borjon Padilla mborjon@neiu.edu (708)805-2300 and/or Janae Mendoza (773)499-2611

DESCRIPTION OF EVENT/ACTIVITY:

Spring Showcase

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

ADULTS 250 CHILDREN 150

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

No

DATE(S) OF EVENT:

FROM May 16, 2026 (Month/Day/Year) TO May 16, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) 2pm START 5:30

BREAKDOWN (If Needed) 7pm END 8pm

ADDITIONAL NEEDS (Equipment or Special Requests):

About 5 rooms or a space for the performers to get ready/ wait for their performance. Perhaps the Morton West Small auditorium will suffice. I am unsure as to how many people that room holds.

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Conference Room _____*	Pool _____	Pool Locker Room _____	Playing Field _____*
Cardio Room _____	Parking Lot _____	Other _____	

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Mirella B. Padilla Mirella B. Padilla

 SIGNATURE & PRINTED NAME

3/31/2026

 DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED