TO:

Tim Truesdale

FROM:

Christopher Blomquist

DATE:

May 8TH, 2024

SUBJECT: Facility Usage Requests

Listed below are the	most recent requests we have for the	
GROUP	FACILITY REQUEST	DATES
Class of 1966	East	9/28/24 11PM-1PM
Glenn Sowa		
	No Cost	
Class of 1974	East	10/12/2024 11PM-1PM
Mary K. Tavers		
	No Cost	
University of Illinois Urbana- Champaign	West	6/10/24-6/13/24 8:30am-4:30pm 7/15/24-7/18/24 8:30am-4:30pm
Sue Gasper	_	
	Classrooms	
	\$25/Hr/Classroom	
Berwyn Police Department	West	8/11/24
Rita Esposito		2PM-5PM
	Stadium, Playing Field	
	Personnel	
North Berwyn Park District	West	Parking Lot: 8/16/24 6PM Overnight until Noon 8/17/24
Joesph Vallez		Café (If Needed 8am-10am)
	Parking Lot, Cafeteria (If needed)	
	No Charge	

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUEST Class I :: Class II : Class III * Class I	ING FACILITY USE: Tax EIN # V (Select one)
NAME & ADDRESS OF ORGANIZATI	-
MORTON EAST 1966 REUNION %	6LENN SOWA 4N198 FFRSON CREEK A ST. CHARL
CONTACT NAME, EMAIL & PHONE I ORGANIZATION:	NUMBER OF PERSON IN CHARGE OF 601
GLENN SOWA; gmsowac	3 gmail. com; 630-417-7184
DESCRIPTION OF EVENT/ACTIVITY	V
BUILDING TOUR	
ATTENDANCE (Breakdown by Adults a ADULTS 30 approp	and Children – will be verified): CHILDREN <u>O</u>
WILL ADMISSION BE CHARGED OR IF SO, WHO OR WHAT ENTITY RECI	FEE COLLECTED FROM PARTICIPANTS? EIVES THE PROCEEDS?
DATE(S) OF EVENT:	<u> </u>
FROM <u>40/5/29</u> (Month/Day TIME(S) OF EVENT: 1/24/24	y/Year) TO (Month/Day/Year)
TIME(S) OF EVENT: 9/24/24	9/28/24
SET UP (If Needed)	START // AM
BREAKDOWN (If Needed)	end <u>TBO</u>
ADDITIONAL NEEDS (Equipment or S	pecial Requests):

Re: Class of '66 reunion tour

Glenn Sowa <gmsowa@gmail.com>

Thu 4/25/24 10:09

To:Nick Valderas < NValderas@jsmorton.org>;

Nick, I just left you a voicemail. Our tour request date has to be changed. Due to some unforeseen circumstances, we changed the date for the reunion to 9/28. We would like to reschedule the tour for that morning, around 11 am. Can you change the date on my application or do you want me to submit a new request? Thanks, let me know. Glenn Sowa 630-417-7184

On Tue, Apr 16, 2024 at 9:46 AM Glenn Sowa < gmsowa@gmail.com > wrote:

Nick, attached is our application for a tour of the building at Morton East. We are scheduling our festivities for 10/5/24. I have arbitrarily indicated the tour to begin at 11am. I'm unable to give an end time, not knowing how long it will last. Let me know if this works, and if you need any further information. Thanks. Glenn Sowa

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #
NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:
MORTON EAST CLASS OF 1974 REUNION
contact name, email & phone number of person in charge of organization: 847-507-1828 MARY K. TRAVERS / mary kay travers @ gmail. com
DESCRIPTION OF EVENT/ACTIVITY:
MORTON EAST BUILDING TOUR
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 10/12/2024 (Month/Day/Year) TO (Month/Day/Year)
TIME(S) OF EVENT:
SET UP (If Needed) START//: OOAM
SET UP (If Needed) START // OOAM BREAKDOWN (If Needed) END / OOPM
ADDITIONAL NEEDS (Equipment or Special Requests):
NONE

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

Classroom * Staff Cafeteria Senior Cafeteria Main Cafeteria Library Auditorium Little Theater Stadium Field House Main Gym Other Gym * Locker Room Playing Field + Conference Room * Pool Pool Locker Room Playing Field * Cardio Room Parking Lot Other Cym * Locker Room Playing Field * Cardio Room Parking Lot Other Cym Playing Field * Cardio Room Parking Lot Other Cym Playing Field * Cardio Room Parking Lot Other Cym Playing Field * Cardio Room Parking Lot Other Cardio Room Cardio Room	Morton East	Morton West	T	Freshman Center	Alternative			
Classroom * Staff Cafeteria Senior Cafeteria Main Cafeteria	7.7.0.7.0.7	1101011 11 001		1140mmm Outer				
Library Auditorium Little Theater Stadium Field House Main Gym Other Gym * Locker Room Pool Pool Locker Room Playing Field * Cardio Room Parking Lot Other 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.	FACILITIES OR PR	FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])						
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Name Other Gym * Locker Room Playing Field *			-V					
Conference Room * Pool Other Parking Lot Other *Specify Exact Location of Requested Use Stand 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.		- :-	<u> </u>					
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SIGNATURE & PRINTED NAME DATE / /								

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED
	<u></u>	

University of Illinois Extension



Serving Cook County and Chicago 8753 S. Greenwood Ave., Suite 100, Chicago, IL 60619 773.233.2900 • (f) 773.233.9183

April 12, 2024

University of Illinois Extension in Cook County would like to reserve three rooms at Morton West HS for summer science professional learning. Specifically, we would like to offer the following:

- 1. OpenSciEd HS Launch professional learning on June 10-13, 2024
- 2. OpenSciEd MS Launch professional learning on July 15-18, 2024.

Each launch professional learning is designed to equip teachers with the tools, resources, and support needed to succeed with the OpenSciEd curriculum in terms of content knowledge as well as developing the skills to facilitate learning in a way that centers student voices. During each launch, professional learning on three units will be offered concurrently. The days would run from 8.30am – 4.30 pm and maximum enrollment is expected to be 40 teachers per launch.

Thank you for your consideration.

Susan M. Gasper, STEM Educator

J. Sterling Morton High School District 201

Class I Class II Class IV (Select one)
NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:
Berwyn Police Department /640/ W. 31st Street
CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:
Rita Esposito/resposito@ci.beruyn.il.us/768-795-2150
DESCRIPTION OF EVENT/ACTIVITY:
Community Picnic
ATTENDANCE (Breakdown by Adults and Children – will be verified): ADULTS CHILDREN 1500 plus
WILL ADMISSION BE CHARGED OR FEE COLLECTED FROM PARTICIPANTS? IF SO, WHO OR WHAT ENTITY RECEIVES THE PROCEEDS? Free Frent
DATE(S) OF EVENT:
FROM 8/11/2024 (Month/Day/Year) TO 8/11/2024 (Month/Day/Year) TIME(S) OF EVENT: 2:00 Pm - 5:00 Pm
TIME(S) OF EVENT: 2:00 PM - 5:00 PM
SET UP (If Needed) START //: 60 Am BREAKDOWN (If Needed) END 7: 00 Pm
BREAKDOWN (If Needed) END 7:00 PM
ADDITIONAL NEEDS (Equipment or Special Requests):
Acess to power, access to water, concession stand, and portable
toilets / handwash startions. We will also need assistance
from the maintainer department

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

		1000	- ·	
i Morton Bast	Morton West	N. Market	Freshman Center	i Alternativa
i iviuiton dast	I TATOLLOTE ALCOL			Attemative

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 Football Field | Baseball Field | Balace

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.
- 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.

Rite Espoits

Lite Esposito

SIGNATURE & PRINTED NAME

DATE

VACATA VVA VIII					
BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED			

J. Sterling Morton High School District 201

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

NAME & ADDRESS OF OR	GANIZATION REQUESTING FACILITY USE:
North Berwyn Park District,	1619 Wesley Ave, Berwyn IL 60402
CONTACT NAME, EMAIL ORGANIZATION:	& PHONE NUMBER OF PERSON IN CHARGE OF
Joseph C Vallez, Executive Dir	rector, 708-749-4900x17 nwoods@nbpd4fun.org
DESCRIPTION OF EVENT	ACTIVITY:
5K Run/Walk	
	by Adults and Children – will be verified): CHILDREN 200
	ARGED OR FEE COLLECTED FROM PARTICIPANTS? TITY RECEIVES THE PROCEEDS?
	t Parking For Use of the residents as cars will need to be off hru end of race Saturday morning.
DATE(S) OF EVENT:	
FROM <u>Aug 16, 2024</u> (N	Month/Day/Year) TO <u>August 17, 2024</u> (Month/Day/Year)
TIME(S) OF EVENT:	N/A DOES NOT APPLY
SET UP (If Needed)	START
BREAKDOWN (If Needed)	END ·
ADDITIONAL NEEDS (Equi	ipment or Special Requests):
 Lot use for residents wh 	o have to remove cars from street;

- Access to electric cord out front door for DJ morning of race, Sat. Aug 17, 2024
- 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 17 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])

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1 Mantan Dast		Leachman (antar	Alternative
Morton East	Morton West XX	riesimian Center	AILCINALIVE
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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

*Speci	fv Exact	Location	of Requested Use		
	.,			 	

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2	IGN	A-PT IR	E & PRIN		epn ⊂ vanez AME	4/	19/2 4 DATE	
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	BU	SINESS	OFFICE	SECY	PER	MIT NO.		DATE RECEIVED/APPROVED
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