

1

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 # _____

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

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

MORTON EAST 1966 REUNION 6/0 GLENN SOWA 4N198 FARSON CREEK RD
ST. CHARLES IL 60174

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

GLENN SOWA; gmsowa@gmail.com; 630-417-7184

DESCRIPTION OF EVENT/ACTIVITY:

BUILDING TOUR

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

ADULTS 30 approx CHILDREN 0

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 10/5/24 (Month/Day/Year) TO 10/5/24 (Month/Day/Year)

TIME(S) OF EVENT: 9/28/24 9/28/24

SET UP (If Needed) _____

START 11 AM

BREAKDOWN (If Needed) _____

END TBD

ADDITIONAL NEEDS (Equipment or Special Requests):

Re: Class of '66 reunion tour

Glenn Sowa <gmsowa@gmail.com>

Thu 4/25/24 10:09

To: Nick Valderas <NValderas@jasmorton.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

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) N/A

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

MORTON EAST CLASS OF 1974 REUNION

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

MARY K. TRAVERS / 847-507-1828
marykaytravers@gmail.com

DESCRIPTION OF EVENT/ACTIVITY:

MORTON EAST BUILDING TOUR

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

ADULTS 30 CHILDREN 0

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

No

DATE(S) OF EVENT:

FROM 10/12/2024 (Month/Day/Year) TO _____ (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) _____ START 11:00 AM

BREAKDOWN (If Needed) _____ END 1:00 PM

ADDITIONAL NEEDS (Equipment or Special Requests):

NONE

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

Morton East <input checked="" type="checkbox"/>	Morton West <input type="checkbox"/>	Freshman Center <input type="checkbox"/>	Alternative <input type="checkbox"/>
---	--------------------------------------	--	--------------------------------------

FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

Classroom *	Staff Cafeteria <input checked="" type="checkbox"/>	Senior Cafeteria <input checked="" type="checkbox"/>	Main Cafeteria <input checked="" type="checkbox"/>
Library <input checked="" type="checkbox"/>	Auditorium <input checked="" type="checkbox"/>	Little Theater <input checked="" type="checkbox"/>	Stadium <input type="checkbox"/>
Field House <input checked="" type="checkbox"/>	Main Gym <input checked="" type="checkbox"/>	Other Gym *	Locker Room <input checked="" type="checkbox"/>
Conference Room *	Pool <input checked="" type="checkbox"/>	Pool Locker Room <input checked="" type="checkbox"/>	Playing Field *
Cardio Room <input checked="" type="checkbox"/>	Parking Lot <input type="checkbox"/>	Other <input type="checkbox"/>	

*Specify Exact Location of Requested Use

*STANDARD BUILDING TOUR FOR
REUNION GROUPS***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.

Mary K Travers / MARY K. TRAVERS

SIGNATURE & PRINTED NAME

DATE

04/19/2024

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED



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.

A handwritten signature in black ink, appearing to read 'Susan M. Gasper', written in a cursive style.

Susan M. Gasper, STEM Educator

University of Illinois Urbana-Champaign
College of Agricultural, Consumer and Environmental Sciences
extension.illinois.edu

University of Illinois, U.S. Department of Agriculture, Local Extension Councils Cooperating.
University of Illinois Extension provides equal opportunities in programs and employment.

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # E-99981947
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Berwyn Police Department / 6401 W. 31st Street

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

Rita Esposito / resposito@ci.berwyn.il.us / 708-795-2150

DESCRIPTION OF EVENT/ACTIVITY:

Community Picnic

ATTENDANCE (Breakdown by Adults and Children – will be verified): * Estimate
ADULTS _____ CHILDREN _____ 1500 plus

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

Free Event

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

SET UP (If Needed) ✓

START 11:00 AM

BREAKDOWN (If Needed) ✓

END 7:00 PM

ADDITIONAL NEEDS (Equipment or Special Requests):

Access to power, access to water, concession stand, and portable
toilets/handwash stations. We will also need assistance
from the maintenance department.

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

Morton East	Morton West <input checked="" type="checkbox"/>	Freshman Center	Alternative
-------------	---	-----------------	-------------

FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

Classroom *	Staff Cafeteria	Senior Cafeteria	Main Cafeteria
Library	Auditorium	Little Theater	Stadium <input checked="" type="checkbox"/>
Field House	Main Gym	Other Gym *	Locker Room
Conference Room *	Pool	Pool Locker Room	Playing Field <input checked="" type="checkbox"/> *
Cardio Room	Parking Lot <input checked="" type="checkbox"/>	Other	

*Specify Exact Location of Requested Use Football Field / Baseball Field / ^{Can} Palace

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.

Rita Espasito
Rita Espasito
 SIGNATURE & PRINTED NAME

4/29/2024
 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 #36-3038149

Class I Class II X 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 800

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 16, 2024 (Month/Day/Year) TO August 17, 2024 (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 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])

Morton East	Morton West XX	Freshman Center	Alternative
-------------	-----------------------	-----------------	-------------

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

4/19/24
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED