



**J. Sterling Morton High School District 201**  
**BUSINESS OFFICE**  
5801 West Cermak Road, Cicero, Illinois 60804  
(708) 780-2116

February 11, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for February 2026

GROUP	FACILITY REQUEST	DATES
Morton Class '66	East Campus	Oct 10 2026 10am
Glenn Sowa		
Oak Park River Forest HS	East Pool	March 3 2026-May 20 2026 5:30-7:30pm
Nicole Ebsen		

# Facility Request Information for Building Approval

**Organization Name:** Oak Park River Forest High School

**Address:** 201 N. Scoville, Oak Park, IL 60302

**Contact Name:** Nicole Ebsen

**Phone:** 708-937-2711

**E-mail:** nebsen@oprfhs.org

**Organization Class:** Class I

**Tax-EIN#:** 36-6004391

**Event Description:** Boys Water Polo practices and matches

**Athletic Facility being used?:** Yes

**Campus:** Morton East    **Facility:** ["Pool Locker Rooms "]

**Event Date:** 3/2/2026

**Multiple Dates:** 3/2/26- 5/20/26

**Event Time:** 5:30-7:30PM

**Setup Time:** NA            **Breakdown Time:** NA

**Open to the public?:** No    **Attendance:** 40 kids 4 coaches

**Will food be served?:** No

**Kitchen needed?:** [Kitchen Use]

**Type of food being served:** [FoodBeingServed]

**Tables needed?:** No        **How many:** [TableCount]

**Chairs needed?:** No        **How Many:** [Chair count]

**Purchasable tickets on site:** No        **Payment Type:** [Ticket Payment]

**Is food purchasable:** No    **Payment Type:** [FoodPayment]

**Fundraising or Sales during event:** No    **Payment Type:** [SF Payment]

**IT/AV setup needed:** No    **Equipment needed:** [ITEquipment]

**Additional Notes/Needs:** Water Polo Goals, Shot Clocks, Scoreboard.

## 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 CLASS OF 1966 REUNION

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

GLENNA SOWA, gmsowa@gmail.com, 630-417-7184

DESCRIPTION OF EVENT/ACTIVITY:

BUILDING TOUR - EAST BUILDING

ATTENDANCE (Breakdown by Adults and Children – will be verified):  
ADULTS 20-30 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 10/10/24 (Month/Day/Year) TO 10/10/26 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed)    START 10<sup>00</sup> AM

BREAKDOWN (If Needed)    END TBD

ADDITIONAL NEEDS (Equipment or Special Requests):

None

**APPLICATION FOR USE OF PROPERTY/FACILITIES: (Check Applicable Location[s])** Morton East Morton West Freshman Center Alternative**FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])**

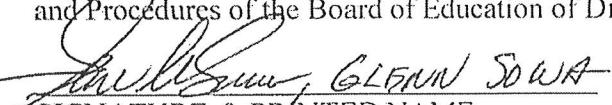
Classroom *	Staff Cafeteria	Senior Cafeteria	Main Cafeteria
Library	Auditorium	Little Theater	Stadium
Field House	Main Gym	Other Gym *	Locker Room
Conference Room *	Pool	Pool Locker Room	Playing Field *
Cardio Room	Parking Lot	Other	

\*Specify Exact Location of Requested Use BUILDING TOUR

**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

1/28/26  
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED