

#7

Listed below are the most recent requests we have for the use of district facilities.

[illegible]

Morton District 201 - Application for Use of Property and/or Facility



By submitting this form you agree to the rules and procedures within the linked document: https://jsmorton-my.sharepoint.com/:b:/g/personal/nvalderas_jsmorton_org/EcYFqDP0GXVlgqPhv-b16b8BsUFozXuniqDOMcvpyEZXTQ?e=YxgIKb

1. All organizations MUST submit proof of insurance. This application will not be processed unless liability insurance is submitted. Type "I Understand" and please email proof of insurance to erodriguez3@jsmorton.org *

I Understand

2. Name of Organization *

Cicero District 99

3. Address of Organization (Ex. 5801 W Cermak Rd. Cicero, IL 60804) *

5110 W 24th St, Cicero, IL 60804

4. Name of contact requesting facility *

Ted Henley

5. Phone number *

708-652-5532

6. Email Address * 

thenley@cicd99.edu

7. Class of Organization (Refer to the document linked above for Class specifications and their pricing) * ☐ Class I☒ Class II☐ Class III☐ Class IV8. Tax-EIN # * 

36-3004320

9. Description of Event/Activity * 

District 99 Theater Rehearsals and Performances

10. Is this request for an Athletic Event (Non-Morton High School Teams) * 

No



11. Campus being Requested *

Morton East

12. Choose which facilities you are requesting. * 

Auditorium



Field House



Main Gym



Auxiliary Gym



Playing Field



Student Cafeteria



Staff Cafeteria



Classroom



Little Theater



Stadium



Pool



Library



Cardio Room



Parking Lot



Other

13. Date of Event (If this a multi-date event please list the rest of the needed days in the following question)

Please note that requests must be made at least 5 weeks prior to the date of the event. *



1/22/2026



14. If multiple/recurring dates are needed list them here (Ex. Monday and Thursdays, 9/20/2024-11/20/2024)

Rehearsals: Stage setup from 2pm-5pm on 1/5/26; Sound setup from 12pm-6pm on 1/12; After

15. Time of the Event (Ex. 6:30pm-8pm) *

Rehearsals: Stage setup from 2pm-5pm on 1/5/26; Sound setup from 12pm-6pm on 1/12; After

16. Setup Time (This should be any time you need access to the campus before the event Ex. 6pm-6:30pm) *

Rehearsals: Stage setup from 2pm-5pm on 1/5/26; Sound setup from 12pm-6pm on 1/12; After

17. Breakdown Time (This should be any time you need to clean up and gather equipment after the event Ex. 8pm-8:30pm) *

Rehearsals: Stage setup from 2pm-5pm on 1/5/26; Sound setup from 12pm-6pm on 1/12; After

18. Number of attendees (events over 500 people will require metal detectors operated by police at an additional charge) *

500

19. Will there be food served at the event? *

No



20. Will you need tables set up? *

Yes



21. How many tables? *

1

22. Will you need any chairs set up? *

Yes



23. How many chairs? *

4

24. Is the event open to the public? *

☒ Yes☐ No

25. Will guests purchase tickets for the event at the door? *

☐ Yes☒ No

26. Will guests purchase food/beverages? *

☒ Yes

☐ No

27. Will there be any other sales/fundraising taking place? *

☒ Yes

☐ No

28. Will sales/fundraiser payments be cash or credit? *

☐ Cash

☐ Credit

☒ Both

29. Will you need IT to set any equipment up? *

☐ Yes

☐ No

30. Do you need a tour of the facility before the event? *

No



31. Additional Needs/Other equipment needed for set up

none

32. ADDITIONAL RULES & REGULATION CONCERNING USE

- 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.
- 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.
- Class III applications must submit proof the organization is a qualified tax-exempt entity, such as the organization's IRS determination letter.
- 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.

Please type your name and date to confirm that you agree to the above Rules. 

Ted Henley



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Chodl Auditorium - Morton East High School

Additional guidelines, rules and regulations may be established by the Superintendent if the need for such guidelines, rules and regulations are deemed necessary. Any such guidelines, rules and regulations specifically related to Chodl Auditorium shall be made available upon request.

2027 Indoor Soccer Season
Bennym Recreation is requesting
the field house + Auxillary gym
for our youth Soccer program:

Tues & Thursday 6:30 - 9:30 pm
Sunday 9 AM - 3 pm

Weekdays beginning January 11th
Last weekday March 23rd

Sundays beginning January 17th
Last day March 28th

We will NOT use the facility
on Sunday February 14th

USAGE SUMMARY FORM

Rental/Usage Fees:

Base Fee: _____

Custodial: _____

Security: _____

Police Officer(s): _____

Administration: _____

Food Service: _____

Sound/Lighting: _____

Equipment: _____

Other Fee(s): _____


Signature of Applicant

8/25/2026
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 USAGE APPLICATION

J. Sterling Morton High School District 201

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN #__e-99978059
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Irving Elementary School 3401 S Clinton Ave_____.

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

Michael Rickert mrickert@bsd100.org 708-370-2221_____

DESCRIPTION OF EVENT/ACTIVITY:

Holiday Sing_____

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

ADULTS 800 CHILDREN 320

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

DATE(S) OF EVENT:

FROM December 17, 2026 (Month/Day/Year) TO Dec 17, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) 4:30 START 6:00

BREAKDOWN (If Needed) _____ END 7:00

ADDITIONAL NEEDS (Equipment or Special Requests):

We have 2 students in wheelchairs will need to have them enter and exit the main stage.

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

Morton East	Morton West <u>X</u>	Freshman Center	Alternative
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FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

Classroom *	Staff Cafeteria	Senior Cafeteria	Main Cafeteria <u>x</u>
Library	Auditorium <u>x</u>	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** _____**ADDITIONAL RULES & REGULATION CONCERNING USE**

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 Michael Rickert
SIGNATURE & PRINTED NAME

8-31-2026
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED