



## J. Sterling Morton High School District 201

### BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

June 10th, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for June 2026

| <b>GROUP</b>  | <b>FACILITY REQUEST</b>                                    | <b>DATES</b>   |
|---|--|--|
| City of Berwyn<br>Claudia E Ayala                   | West Parking Lot<br>West Stadium                           | July 3rd 2026<br>4pm-9:30pm  |
| Mustangs Youth<br>Football and Cheer<br>David Lopez | West Field House<br>West Parking Lot<br>West Playing Field | July 13 <sup>th</sup> –Nov 6 <sup>th</sup><br>2026 6pm-8pm<br>Sept 6, Sept 13, Sept<br>20, Sept 27, Oct 4,<br>Oct 11, Oct 18, Oct<br>25, Nov 1-2026<br>8am-4pm |
| MWHS Class '86<br>Ramona Towner                     | West   | Sept 12 2026<br>9am  |
| North Berwyn Park<br>District<br>Joseph C Vallez    | West Parking Lot   | Aug 14 2026-Aug 15<br>2026<br>Overnight-12pm   |

**FACILITY USAGE APPLICATION**

*J. Sterling Morton High School District 201*

**TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # 369 - 005796**

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

**NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:**

**City of Berwyn, 6700 W. 26<sup>th</sup> Street, Berwyn, IL 60402**

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

**Claudia E. Ayala Cavala@ci.berwyn.il.us 708-749-6432**

**DESCRIPTION OF EVENT/ACTIVITY:**

**Independence Day Fireworks**

**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?**

**N/A**

**DATE(S) OF EVENT:**

FROM 7/3/2026 (Month/Day/Year) TO 7/3/2026  
(Month/Day/Year)

**TIME(S) OF EVENT:**

SET UP (If Needed) 4:00pm START \_\_\_\_\_

BREAKDOWN (If Needed) 9:30pm END \_\_\_\_\_

**ADDITIONAL NEEDS (Equipment or Special Requests):**

**—Use of stadium sound system to use in coordination with fireworks display, North stadium entrance use.**

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**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 *                             |
| Cardio Room       | Parking Lot <input checked="" type="checkbox"/> | 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.

  
 \_\_\_\_\_ Claudia E. Ayala \_\_\_\_\_  
 05/7/206 \_\_\_\_\_  
 SIGNATURE & PRINTED NAME DATE

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

FACILITY USAGE APPLICATION

*J. Sterling Morton High School District 201*

TYPE OF ORGANIZATION REQUESTING FACILITY USE: Tax EIN # 99-1112775  
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer 3540 So. 58th Ave Cicero, IL

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

David Lopez, Berwynfootball@hotmail.com 708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee football and Cheer practice

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

ADULTS 50 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 July 13<sup>th</sup>, 2026 (Month/Day/Year) TO November 6<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 6pm

BREAKDOWN (If Needed) \_\_\_\_\_ END 8pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Field House use for Cheer practice if weather does not allow to practice outdoors.

**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   |
| Field House <input checked="" type="checkbox"/> | 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 \_\_\_\_\_

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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.

*David Lopez*  
 SIGNATURE & PRINTED NAME

5/14/2026  
 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

5/14/2026  
\_\_\_\_\_  
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 # 99-1112775  
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer 3540 So. 58<sup>th</sup> Ave Cicero, IL.

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

David Lopez, Berwynfootball@hotmail.com 708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games

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

ADULTS 100 CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM September 6<sup>th</sup>, 2026 (Month/Day/Year) TO September 6<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Use field markers and scoreboard

Also concession stand

**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])**

|                   |   |                  |   |
|-------------------|---|------------------|---|
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| 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 Morton West Main playing field

**ADDITIONAL RULES & REGULATION CONCERNING USE**

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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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

**Business Office Only**

- Application Submitted
- Proof of Insurance Submitted
- Proof of Non-Profit Submitted
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Class I   Class II   Class III   Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer   3540 So. 58<sup>th</sup> Ave Cicero, Ill.

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

David Lopez, BerwynFootball@hotmail.com   708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games

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

ADULTS 100                      CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM September 13<sup>th</sup>, 2026 (Month/Day/Year) TO September 13<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

use field markers and scoreboard

Also concession stand

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

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

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David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

**Business Office Only**

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Pee Wee Football and Cheer games

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

ADULTS 100                      CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM September 20<sup>th</sup>, 2026 (Month/Day/Year) TO September 20<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

use field markers and scoreboard

Also concession stand

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

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

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|                   |   |                  |   |
|-------------------|---|------------------|---|
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David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
DATE

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

|                      |            |                        |
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| 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

5/14/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

**Business Office Only**

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ADULTS 100 CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM September 27<sup>th</sup>, 2024 (Month/Day/Year) TO September 27<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

use field markers and scoreboard

Also Concession Stand

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

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

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|-------------------|---|------------------|---|
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\*Specify Exact Location of Requested Use Morton West Main playing field

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David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
DATE

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

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |

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**Rental/Usage Fees:**

Base Fee: \_\_\_\_\_

Custodial: \_\_\_\_\_

Security: \_\_\_\_\_


Food Service: \_\_\_\_\_

Sound/Lighting: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Fee(s): \_\_\_\_\_

\_\_\_\_\_

  
\_\_\_\_\_  
Signature of Applicant

5/14/26  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Office

\_\_\_\_\_  
Date

**Business Office Only**

- Application Submitted
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ADULTS 100                      CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM October 4<sup>th</sup>, 2026 (Month/Day/Year) TO October 5<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Use field markers and scoreboard

Also concession stand

**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 Morton West Main playing field

**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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
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 # 49-1112775  
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer 3540 So. 58<sup>th</sup> Ave Cicero, IL

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

David Lopez, Berwynfootball@hotmail.com 708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games

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

ADULTS 100 CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM October 10<sup>th</sup>, 2026 (Month/Day/Year) TO October 11<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

use field markers and scoreboard

Also concession stand

**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 Morton West Main playing field

**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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
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 # 99-1112775  
Class I   Class II   Class III   Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer   3540 So. 58<sup>th</sup> Ave Cicero, IL

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

David Lopez, BerwynFootball@hotmail.com   708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games

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

ADULTS 100                      CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM October 18<sup>th</sup>, 2026 (Month/Day/Year) TO October 18<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Use field markers and scoreboard

Also concession stand

**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 Morton West Main playing field

**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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
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 # 99-1112775  
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer 3540 So. 58<sup>th</sup> Ave Cicero, IL

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

David Lopez, BerwynFootball@hotmail.com 708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games playoff

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

ADULTS 100 CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM October 25<sup>th</sup>, 2026 (Month/Day/Year) TO October 25<sup>th</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Use field markers and scoreboard

Also Concession Stand

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

|             |   |                |             |
|-------------|---|----------------|-------------|
| Morton East | Morton West <input checked="" type="checkbox"/> | Fresman 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 Morton West Main playing field

**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.
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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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
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 # 99-1112775  
Class I Class II Class III Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Mustangs Youth Football and Cheer 3540 So. 58<sup>th</sup> Ave Cicero, IL

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

David Lopez, BerwynFootball@hotmail.com 708-997-1439

DESCRIPTION OF EVENT/ACTIVITY:

Pee Wee Football and Cheer games playoff

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

ADULTS 100 CHILDREN 180

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

No

DATE(S) OF EVENT:

FROM November 1<sup>st</sup>, 2026 (Month/Day/Year) TO November 1<sup>st</sup>, 2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 8am

BREAKDOWN (If Needed) \_\_\_\_\_ END 4pm

ADDITIONAL NEEDS (Equipment or Special Requests):

Use field markers and scoreboard

Also concession stand

**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 Morton West Main playing field

**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.
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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.

David Lopez  
SIGNATURE & PRINTED NAME

5/14/26  
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

5/14/26  
\_\_\_\_\_  
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 #36-3038149**  
Class I Class II  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 1000

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 14, 2026 (Month/Day/Year) TO August 15, 2026 (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 15, 2026
- 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 15 from 8:00am- approx. 10:00am as they pass by school;
- 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 | <b>Morton West XX</b> | 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.


 \_\_\_\_\_ Joseph C Vallez \_\_\_\_\_ 6/22/26  
 SIGNATURE & PRINTED NAME DATE

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

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |

**USAGE SUMMARY FORM**

**Rental/Usage Fees:**

Base Fee: \_\_\_\_\_

Custodial: \_\_\_\_\_

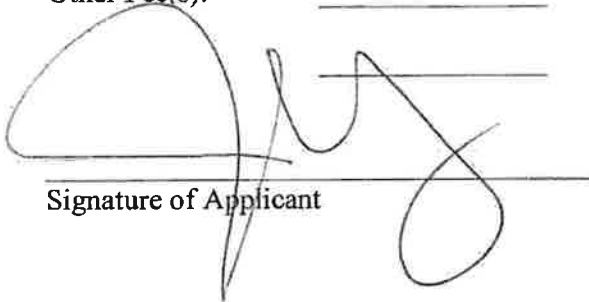
Security: \_\_\_\_\_

Food Service: \_\_\_\_\_

Sound/Lighting: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Fee(s): \_\_\_\_\_



Signature of Applicant

6/2/26

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 # \_\_\_\_\_ - \_\_\_\_\_  
 Class I  Class II  Class III  Class IV (Select one)

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

**MWHS Class of 1986**  
\_\_\_\_\_

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

**Ramona Towner, townerceo@gmail.com, 708-751-1745**  
\_\_\_\_\_

DESCRIPTION OF EVENT/ACTIVITY:

**West Campus school tour for 40th reunion during homecoming weekend**  
\_\_\_\_\_

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

ADULTS 30 CHILDREN, \_\_\_\_\_

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

**No**  
\_\_\_\_\_

DATE(S) OF EVENT:

FROM 09/12/2026 (Month/Day/Year) TO 09/12/2026 (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) \_\_\_\_\_ START 9am

BREAKDOWN (If Needed) \_\_\_\_\_ END ?

ADDITIONAL NEEDS (Equipment or Special Requests):

\_\_\_\_\_  
\_\_\_\_\_

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

|             |                      |                 |             |
|-------------|----------------------|-----------------|-------------|
| Morton East | Morton West <b>X</b> | 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 \_\_\_\_\_

**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.

*Ramona M Towner* **Ramona M Towner**  
SIGNATURE & PRINTED NAME

**06/01/2026**  
DATE

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

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |

## FACILITY RENTAL AGREEMENT

### **J. STERLING MORTON HIGH SCHOOL DISTRICT 201**

#### **General Policies**

1. At the Superintendent's discretion, DISTRICT may grant individuals or entities, including but not limited to community and/or student organizations, short-term rental access to school facilities, provided such organizations agree to the terms listed in the Conditions for Rental section of this document.
2. During the school term, the District's facilities and property are ONLY available for usage outside of school hours (8:00 a.m. and 3:30 p.m) and up to 9:00 pm by outside groups UNLESS prior approval is granted by the Superintendent or designee.
3. No rentals shall be allowed on district holidays or during summer hours unless permitted by the Superintendent or designee.

#### **Conditions for Rental**

Permission to rent facilities is subject to approval by the Superintendent or designee upon submission of all required materials to the District 201 Business Office. Permission for rental will not be granted unless the renter agrees to abide by the provisions contained in the Facility Usage Application, Rules and Procedures. In addition, the following rules must be followed by the individual or entity whose Application is approved for usage:

1. Abide by all Federal, State, County and local laws including all rules and regulations of DISTRICT.
2. All advertisements and information must note the name of the organization and telephone number of a contact person AND should neither imply the endorsement of DISTRICT nor have DISTRICT phone numbers listed. Advertisements must not be made or distributed prior to the approval of a requested usage AND execution of a rental agreement. DISTRICT will review and approve all advertisements for any event prior to its distribution if so requested from the individual or entity approved for usage.
3. Maintain a tobacco-free, alcohol-free and drug-free environment.
4. Permit DISTRICT employees, at the discretion of the Superintendent or designee, to attend or monitor the group meeting or activities.
5. Submit Facility Rental Time Cards so that the District may assess any additional fees. Renters must sign in upon arrival and sign out immediately before departure. Failure to clock in and out appropriately may result in the termination of this Rental Agreement.
6. Stay in the designated rental areas. Renters may not enter building areas not covered by the Rental Agreement.

7. Minors (21 years of age and under) shall be supervised by adults over the age of 21 at all times.
8. Sell only beverages (i.e. soda, bottled water) purchased through DISTRICT OR catered by professional restaurants, caterers or organizations possessing the proper licenses and/or permits. The renter will order and pay for all such beverages ordered through the DISTRICT upon invoice being submitted by the Business Office. Orders will be placed when DISTRICT receives payment in full. Orders must be placed at least one week prior to the desired delivery date. If this condition for rental is violated, a fee of \$500.00 will be assessed on the final invoice to the renter.
9. Pay the rental fees as assessed by the Business Office. Fees stated on the Rental Agreement are estimates and may be amended in certain instances including, but not limited to, overrun of contracted time, required set up time, operation of equipment, break down and cleaning time after the event.
10. Base fees for spaces are established by area as defined within the fee schedule. The base fees include use of the space and basic utilities such as restrooms, water, lighting, heating and air conditioning (if available).
11. Pay any additional fees prescribed within the contract, including custodial, lighting and sound technicians, piano tuning, security guards and food service staff, if applicable.
12. Custodial fees are assessed at the hourly rate as defined within the fee schedule and will include a minimum of one hour beyond the contracted time. Custodial fees are assessed per custodian assigned; all efforts will be made to accurately estimate costs. Custodians are assigned to the renter to set up, break down and clean up after the rental. They are also capable of handling on-site issues and emergencies that may arise during the rental, and will supply the renter with Facility Renter Time Card and Facility Inspection form. It is understood that these are the custodians' only contracted duties.
13. Lighting and Sound Technicians shall be supplied by the DISTRICT. The renter shall be assessed the expense for such technicians at the hourly rate defined in the fee schedule, if applicable.
14. Renters may not tune or adjust DISTRICT pianos. All fees resulting from requested tunings or required tunings after the event based upon unauthorized use by renter shall be the responsibility of the renter.
15. Food Service areas (kitchens) may be included within the rental agreement provided that renter retains the service of at least one District Food Service employee. The number of Food Service employees required will be established on a case by case basis. This fee will be established on a per person hourly rate as set forth in the fee schedule.
16. Security guards are required for the duration of the event. Associated fees are assessed at the hourly rate as defined within the fee schedule, as noted on the Rental Agreement. The number of security guards is determined by the number of people attending the event, at the discretion of the District. The Superintendent, or his designee, will notify an organization of the necessary level security at the time the contract is approved.

17. The District retains the right to assess a Parking Lot Fee, based upon attendance of the event. The Superintendent, or his designee, will notify an organization at the time the contract is approved.
18. The facility must be returned to its proper status upon the conclusion of the event OR the individual or entity must pay for all repairs to return it to pre-event condition.
19. The applicant, renter, organization shall indemnify, defend and save harmless J. Sterling Morton High School District 201, its Board of Education, officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of School District 201 pursuant to this agreement.
20. The renter shall procure and maintain, at its sole cost and expense, comprehensive general liability insurance as required in the Facilities Usage Application, Rules and Procedures.
21. It is agreed the policies and procedures adopted by the Board of Education for use of school buildings and provided to all renters in advance will be rigidly enforced.
22. The individual or entity applying for the usage personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the property are observed.

**Revoking or Rejecting Agreements, Cancellation of Event/Usage**

Approval of usage or events may be revoked or rejected by the Superintendent or designee in accordance with the Facilities Usage Application, Rules and Procedures. Events or usages may be cancelled by the individual or entity approved for usage in accordance with the Facilities Usage Application, Rules and Procedures.

**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.

**USAGE SUMMARY FORM**

**Rental/Usage Fees:**

Base Fee: \_\_\_\_\_  
Custodial: \_\_\_\_\_  
Security: \_\_\_\_\_  
Food Service: \_\_\_\_\_  
Sound/Lighting: \_\_\_\_\_  
Equipment: \_\_\_\_\_  
Other Fee(s): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant 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 #36-3038149**  
Class I Class II  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@nbp4fun.org

**DESCRIPTION OF EVENT/ACTIVITY:**

5K Run/Walk

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

ADULTS 1000 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 14, 2026 (Month/Day/Year) TO August 15, 2026 (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 15, 2026
- 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 15 from 8:00am- approx. 10:00am as they pass by school;
- 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 | <b>Morton West XX</b> | 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**

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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 Joseph C Vallez

6/22/26  
 DATE

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

|                      |            |                        |
|----------------------|------------|------------------------|
| BUSINESS OFFICE SECY | PERMIT NO. | DATE RECEIVED/APPROVED |
|                      |            |                        |

**USAGE SUMMARY FORM**

**Rental/Usage Fees:**

Base Fee: \_\_\_\_\_

Custodial: \_\_\_\_\_

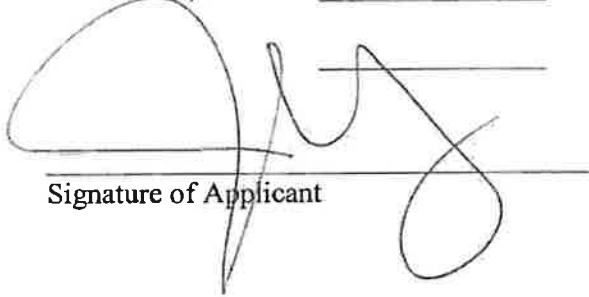
Security: \_\_\_\_\_

Food Service: \_\_\_\_\_

Sound/Lighting: \_\_\_\_\_

Equipment: \_\_\_\_\_

Other Fee(s): \_\_\_\_\_



Signature of Applicant

\_\_\_\_\_

-

6/2/26

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