



J. Sterling Morton High School District 201

BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

April 8th, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for February 2026

GROUP	FACILITY REQUEST	DATES
Morton Class 1971	East Building	9/19/2026
Cheryl Brown		12pm-12:45pm

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 1971 (55th Reunion)

CONTACT NAME, EMAIL & PHONE NUMBER OF PERSON IN CHARGE OF ORGANIZATION:
CHERYL BROWN cbrown4444@aol.com 847-638-1098

DESCRIPTION OF EVENT/ACTIVITY:
55th Class Reunion - Tour of School

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 9/19/26 (Month/Day/Year) TO 9/19/26 (Month/Day/Year)

TIME(S) OF EVENT:
SET UP (If Needed) _____ START 12:00
BREAKDOWN (If Needed) _____ END 12:45

ADDITIONAL NEEDS (Equipment or Special Requests):
Tour guide with knowledge of the school, if possible

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

Morton East <input checked="" type="checkbox"/>	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 TOUR OF SCHOOL

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.

Cheryl Brown Cheryl Brown 3/5/26
SIGNATURE & PRINTED NAME DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED