



# J. Sterling Morton High School District 201

District Office, 5801 West Cermak Road, Cicero, Illinois 60804

Open Session Special Meeting

Monday, August 23, 2010

1:30 PM

## AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. MOTION TO ADJOURN TO CLOSED SESSION
4. CLOSED SESSION AGENDA
  - 4.1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.
  - 4.2. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
5. MOTION TO RECONVENE TO OPEN SESSION
6. PLEDGE TO THE FLAG
7. AUDIENCE COMMENTS ON ACTION ITEMS ONLY
8. ACTION ITEMS - CONSENT AGENDA
  - 8.1. Approval of Personnel 2
  - 8.2. Approval of Facility Requests 6
    - 8.2.1. Champs
    - 8.2.2. Julie Webb
9. OLD BUSINESS
10. AUDIENCE COMMENTS
11. BOARD MEMBER COMMENTS
12. INFORMATIONAL ITEMS
13. ADJOURNMENT

The next regular board meeting will be held on Wednesday, September 8, 2010 at the Freshman Center.



# J. Sterling Morton High School District 201

3145 South 55<sup>th</sup> Avenue, Cicero, IL 60804

Phone (708) 222-5702 Fax (708) 222-3089

I recommend the following personnel for hire:

|                       |  |           |
|-----------------------|--|-----------|
| <b>ADMINISTRATION</b> |  |           |
| John Sparlin          | Executive Director for Human Resources<br><b>Replacement for Michael Kuzniewski</b><br><b>Effective: 2010-2011 School Year</b> | Dist      |
| Jackie Braniff        | Lead Dean<br><b>Effective: 2010-2011 School Year</b>   | West      |
| Carlos Lopez          | Lead Dean<br><b>Effective: 2010-2011 School Year</b>   | East      |
| Joshua McMahon        | Asst. Activity Director<br><b>Effective: 2010-2011 School Year</b>   | West      |
| Nicole Wojcik         | Asst. Activity Director<br><b>Effective: 2010-2011 School Year</b>   | East      |
| <b>CERTIFIED</b>      |  |           |
| Jill Autry            | Math Teacher<br><b>Replacement for Arthur Gray</b><br><b>Effective: 2010-2011 School Year</b>                                  | East/West |
| Mirella Borjon        | Spanish Teacher – P/T<br><b>Replacement for Leticia Resendiz</b><br><b>Effective: 2010-2011 School Year</b>                    | East      |
| Dave Odell            | PE Teacher<br><b>Replacement for Dave Odell</b><br><b>Effective: 2010-2011 School Year</b>                                     | West      |
| Robert Organ          | PE Teacher<br><b>Replacement for Richard Bornheim</b><br><b>Effective: 2010-2011 School Year</b>                               | West      |
| Jane Smith            | Special Education Teacher<br><b>Replacement for Mark Diamanti</b><br><b>Effective: 2010-2011 School Year</b>                   | East      |

|                      |   |      |
|----------------------|---|------|
| Daniel Tondelli      | English Teacher                         | East |
|                      | <b>Replacement for Jason Burns</b>      |      |
|                      | <b>Effective: 2010-2011 School Year</b> |      |
| Richard Wyskiel      | Social Studies Teacher                  | FC   |
|                      | <b>Replacement for Hesper Wolfe</b>     |      |
|                      | <b>Effective: 2010-2011 School Year</b> |      |
| <b>LEAD TEACHERS</b> | <b>2010-2011 SCHOOL YEAR</b>            |      |
| Lisa Dure            | Fine Arts                               | West |
| Kathy Kucia          | Fine Arts                               | East |
| Mary Martin          | Special Education                       | East |
| <b>COACHING</b>      | <b>2010-2011 SCHOOL YEAR</b>            |      |
| Richard Wyskiel      | Assistant Freshmen Football Coach       | Dist |
| <b>CLUB SPONSORS</b> | <b>2010-2011 SCHOOL YEAR</b>            |      |
| <b>FC</b>            |   |      |
| Mary Burke           | Literacy Club                           |      |
| Scott Gourley        | Assembly Coordinator                    |      |
| Dave Waldron         | Service Club; Assembly Coordinator      |      |
| <b>East</b>          |   |      |
| Christina Wojtaszek  | Homecoming Advisor                      |      |
| Ark Kasak            | Class of 2012                           |      |
| Joe Reitmaier        | Class of 2012                           |      |
| Barb Kane            | Mathletes                               |      |
| Kathryn Fleischman   | Modern Languages; Senior Awards Co.     |      |
| Brad Reid            | NHS                                     |      |
| Therese Tanski       | NHS                                     |      |
| Mary Pat Anderson    | Otaku Club                              |      |
| Ben Dobes            | Snowball                                |      |
| James Walski         | Video Club                              |      |
| Mary Ventura Flood   | Fine Arts                               |      |
| Aaron Sweeney        | Rugby                                   |      |
| Steve Wascher        | Rugby                                   |      |
| <b>West</b>          |   |      |
| Jennifer Sullivan    | Snowball                                |      |
| Kelly Bartosz        | Snowball                                |      |
| Janine Delmonico     | Theater Club                            |      |
| Brian Manfre         | Assembly Coordinator; Leadership Club   |      |
| Kendall Ruff         | Class of 2013                           |      |
| Sarah Guzman         | Class of 2013                           |      |
| Jennifer Janik       | Class of 2011                           |      |

|                        |   |      |
|------------------------|---|------|
| <b>RESIGNATION(S)</b>  |   |      |
| Jason Burns            | English Teacher<br><b>Effective:</b> 8/23/10  | East |
| Mark Diamanti          | Sped Teacher<br><b>Effective:</b> 8/23/10   | East |
| Meghan Fahey           | Science Teacher<br><b>Effective:</b> 8/23/10  | EAST |
| Carol Medrano          | Reading Teacher<br><b>Effective:</b> 8/23/10  | West |
| Kathleen Shaw          | Sped Teacher<br><b>Effective:</b> 8/23/10   | West |
| Hesper Wolfe           | Art Teacher<br><b>Effective:</b> 8/23/10  | West |
| <b>NON-CERTIFIED</b>   |   |      |
| <b>CLERICAL</b>        |   |      |
| Kyrsti Grzywa          | Night School Secretary<br><b>Replacement for</b> Geri Dombrowski<br><b>Effective:</b> Pending Background Check                    | West |
| <b>HEALTH SERVICES</b> |   |      |
| Melanie Cortez         | Nurse – P/T<br><b>Replacement for</b> Elitania Vazquez<br><b>Effective:</b> Pending Background Check                              | West |
| <b>SECURITY</b>        |   |      |
| Ashley Borre           | 10 Month Security – P/T<br><b>New Position</b><br><b>Effective:</b> Pending Background Check<br>Not to exceed 600 hours           | FC   |
| Jaime Castro           | 10 Month Security - 2 <sup>nd</sup> Shift<br><b>Replacement for</b> Deborah Hajduch<br><b>Effective:</b> Pending Background Check | FC   |
| Javier DeSantiago      | 10 Month Security – P/T<br><b>New Position</b><br><b>Effective:</b> Pending Background Check<br>Not to exceed 600 hours           | West |
| Charles Edgar          | 10 Month Security – 1 <sup>st</sup> Shift<br><b>New Position</b><br><b>Effective:</b> Pending Background Check                    | East |
| Veronica Hernandez     | 10 Month Security – 1 <sup>st</sup> shift<br><b>New Position</b><br><b>Effective:</b> Pending Background Check                    | East |
| Connie Leyva           | 10 Month Security – 1 <sup>st</sup> Shift   | West |

|                       |  |      |
|-----------------------|--|------|
|                       | <b>New Position</b>                        |      |
|                       | <b>Effective:</b> Pending Background Check |      |
| Anthony Nowak         | 10 Month Security – 1 <sup>st</sup> Shift  | West |
|                       | <b>Replacement for</b> Earl Schodtler      |      |
|                       | <b>Effective:</b> TBD                      |      |
| Glendalee Rodriguez   | 10 Month Security – 1 <sup>st</sup> shift  | FC   |
|                       | <b>New Position</b>                        |      |
|                       | <b>Effective:</b> Pending Background Check |      |
| Carmella Teutonico    | 10 Month Security – 1 <sup>st</sup> shift  | West |
|                       | <b>New Position</b>                        |      |
|                       | <b>Effective:</b> Pending Background Check |      |
| Terra Young           | 10 Month Security – P/T                    | East |
|                       | <b>New Position</b>                        |      |
|                       | <b>Effective:</b> Pending Background Check |      |
|                       | Not to exceed 600 hours                    |      |
|                       |  |      |
| <b>TEACHER AIDES</b>  |  |      |
| Adriana Delgado       | SPED                                       | TBD  |
| George Smith          | SPED                                       | TBD  |
| Pamela Thornton       | SPED                                       | TBD  |
| Elizabeth Vaca        | SPED                                       | TBD  |
| Jillian Alvarez       | SPED                                       | TBD  |
| Ricardo Bermejo       | SPED                                       | TBD  |
| Ruth Bragado          | SPED                                       | TBD  |
| Maria Castillo        | SPED                                       | TBD  |
| Victor Chaidez        | SPED                                       | TBD  |
| Linda Cooney          | SPED                                       | TBD  |
| Danielle Dempsey      | SPED                                       | TBD  |
| Victoria Dubsy        | SPED                                       | TBD  |
| Denise Eagins         | SPED                                       | TBD  |
| Arturo Gamino         | SPED                                       | TBD  |
| Luis Morales          | SPED                                       | TBD  |
| Jose Munguia          | SPED                                       | TBD  |
| Edwardo Partida       | SPED                                       | TBD  |
| Robert Salinas        | SPED                                       | TBD  |
|                       |  |      |
| <b>RESIGNATION(S)</b> |  |      |
| Nipaporn Somyoo       | SPED Teacher Aide                          | West |
|                       | <b>Effective:</b> 8/26/10                  |      |

TO: Dr. Michael Kuzniewski

FROM: Cathy Johnson

DATE: August 23, 2010

SUBJECT: Facility Usage Requests

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

| GROUP                                | FACILITY REQUEST        | DATES  |
|--------------------------------------|-------------------------|--|
| Champs Swim Club<br>Colleen Borkovec | West Campus             |  |
|                                      | Pool, Pool Locker Rooms | 9/1/10 – 6/30/11<br>Mon-Thurs<br>6:00 – 9:00 pm  |
|                                      | Rental \$25 per hour    |  |
|                                      | Pool, Pool Locker Rooms | 10/1/10<br>4:00 – 9:00 pm<br>10/2/10<br>6:00 am – 3:00 pm<br>12/3/10<br>4:00 – 9:00 pm<br>12/4-12/5/10<br>6:00 am – 5:00 pm<br>2/18/11<br>4:00 – 9:00 pm<br>6/11/11<br>4:00 – 9:00 pm<br>6/12-6/13/11<br>6:00 am – 4:00 pm |
|                                      | Personnel Only          |  |
| Julie Webb                           | West Campus             |  |
|                                      | Pool                    | 9/19/10<br>3:00 – 6:00 pm  |
|                                      | Rental \$25 per hour    |  |

**J. Sterling Morton High School  
Request for use of Facility**

Please use ballpoint pen. This form contains 4 carbons. Notify the Main Office of ALL changes A.S.A.P.

Signature of Person Completing Form C. J. [Signature] Application Date 8/12/10  
 Person in Charge of Activity Colleen Borkovec Telephone 708 421 7267  
 Name of Organization or Club Champs Faculty Member: Yes \_\_\_ No X  
 Address of Organization PO Box 363 Berwyn IL 60402 Telephone 708 421 7267  
 Date(s) requested: (Month-Date-Year)

FROM 9/1/10 TO 6/30/11 TIME M-Th 6-9pm weekly  
 Month Day Year Month Day Year In Out  
 Month Day Year Month Day Year In Out

+ 4 weekend meets.

Please check area(s) needed:

|   |   |   |   |                                       |
|---|---|---|---|---------------------------------------|
| <input checked="" type="checkbox"/> Field House     | <input type="checkbox"/> Football Playing Field | <input type="checkbox"/> Library                        | <input type="checkbox"/> F-100          | <input type="checkbox"/> Gym          |
| <input type="checkbox"/> Main Gym                   | <input type="checkbox"/> Baseball Diamond 1     | <input type="checkbox"/> Auditorium                     | <input type="checkbox"/> Little Theater | <input type="checkbox"/> Great Room   |
| <input type="checkbox"/> Gym G-112                  | <input type="checkbox"/> Baseball Diamond 2     | <input type="checkbox"/> Student's Cafe                 | <input type="checkbox"/> Sundeck        | <input type="checkbox"/> Cardio Room  |
| <input type="checkbox"/> Gym G-111                  | <input type="checkbox"/> the "Rock" area        | <input type="checkbox"/> Teacher's Cafe                 |   | <input type="checkbox"/> Weight Room  |
| <input type="checkbox"/> Locker Rm (M)              | <input type="checkbox"/> Softball Diamond 1     | <input type="checkbox"/> A-213                          |   | <input type="checkbox"/> Student Cafe |
| <input type="checkbox"/> Locker Rm (F)              | <input type="checkbox"/> Softball Diamond 2     | <input type="checkbox"/> 207-Sr. Cafe                   |   | <input type="checkbox"/> Staff Cafe   |
| <input checked="" type="checkbox"/> Pool            | <input type="checkbox"/> Stadium                | <input type="checkbox"/> A-203, 4, 5, 7                 |   | <input type="checkbox"/> Dean Conf Rm |
| <input checked="" type="checkbox"/> Pool Locker (M) | <input type="checkbox"/> Balcony Gym 1          | <input type="checkbox"/> Annex Foyer                    |   | <input type="checkbox"/> Classroom    |
| <input checked="" type="checkbox"/> Pool Locker (F) | <input type="checkbox"/> Balcony Gym 2          | <input type="checkbox"/> Conference Room A-107          |   | <input type="checkbox"/> Other        |
| <input type="checkbox"/> Soccer Field               | <input type="checkbox"/> Weight Room            | <input type="checkbox"/> Office Conference Room (A-113) |   |                                       |
| <input type="checkbox"/> Gym 75                     | <input type="checkbox"/> Classroom#             | <input type="checkbox"/> Other                          |   |                                       |

Probable attendance: 100 Type of Activity: Swimming  
Swimmers

- In District staff members must make arrangements for their own needs such as audio visual, food service or maintenance.
- Will admission be charged? Yes X No \_\_\_ Amount Meets only  
 If admission is charged the proceeds will go to: Champs
- Will applicant bring in equipment? Yes \_\_\_ No \_\_\_ If yes, list items on separate sheet of paper and attach
- SMOKING OR THE USE OF OR POSSESSION OF INTOXICATING LIQUORS IS NOT ALLOWED IN OR ON MORTON SCHOOL PROPERTY.**
- 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 covering personal liability and naming J. Sterling Morton District 201 as additionally insured, to the District Business Office no later than one (1) week prior to use of the facility.

Needs for Set-Up \_\_\_\_\_

\* Person in charge acquires the following Signatures:

Received Forward

Received Forward

Asst. Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Area Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Received Forward

Received Forward

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Student Activities Dir: \_\_\_\_\_ Date: \_\_\_\_\_

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

7

Received Forward

Bldg. & Grounds Secretary: \_\_\_\_\_ PERMIT# \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_

# **CHAMPS**

Championship Swimmers, Inc.  
PO Box 363, Berwyn, IL 60402

708-846-6099 / [championshipswimmers@comcast.net](mailto:championshipswimmers@comcast.net)

**Non-Profit Age Group Swim Programs for Children Ages 4-18 Years.  
Feeder Programs for Morton High School District**

Administrative Coach: Colleen Borkovec 708-421-7267

## **2010-2011 Morton West Pool Request**

September 6, 2010 – May 28, 2011

*Mon-Fri: 5:30-9:30 Pm*

*Saturday: 10:00 Am – 3:00 Pm*

June 6, 2011 – July 28, 2011

*Mon-Thurs: 4:00-9:00 Pm*

Breaks:

Nov. 25-27, 2010; Dec. 24-26, 2010; Dec. 31, 2010-Jan 1, 2011

Apr. 22-23, 2011; May 30-Jun 4, 2011 (Jr. High Grad Wk)

### **Competitions Hosted @ Morton**

Dual Meets vs. Other Teams / possible. 4; replaces practice; TBA

2<sup>nd</sup> Annual Fall Mini-Invite Pentathlon / October 1-2, 2010: Pool; Lobby

*Friday 4:00 Pm – 9:00 Pm*

*Saturday 6:00 Am – 3:00 Pm*

7<sup>th</sup> Annual Invite / December 3-5, 2010: Pool; Lobby; Gym; Classroom (ending earlier)

*Friday 4:00 Pm – 9:00 Pm*

*Sat/Sun 6:00 Am – 5:00 Pm*

5<sup>th</sup> Annual Time Trial / Friday, February 18, 2011: Pool; Lobby

*Friday 4:00 Pm – 9:00 Pm*

Summer Invite / June 11-13, 2011: Pool; Lobby; Classroom (replaces May meet)

*Friday 4:00 Pm – 9:00 Pm*

*Sat/Sun 6:00 Am – 4:00 Pm*

### **Programs (included in above schedule)**

Lessons: September-July (2xWk)

Pre-Team: September – December (3xWk)

Swim Team: September-July (6xWk)

Water Polo Camp (1-2xWk)



J. Sterling Morton High School District 201  
**Business Office**

3145 South 55<sup>th</sup> Avenue, Cicero, IL 60804  
Phone (708) 222-5706 Fax (708) 656-0490

Date: August 12, 2010

To: Dr. Kuzinewski

From: Cathy Johnson and Colleen Borkovec

Re: **Agreement with Champ's**

Championship Swimmers (Champs) has submitted a facility request to use the Morton West's pool. They plan to adjust their hours to 12 hours a week for 43 weeks this year. It is anticipated that pool use will be Monday through Thursday from 6 p.m. to 9p.m. They have also requested that we reduce the rate, for this year only, to \$25 hour for pool use.

There will be no charge for pool during the 4 meets anticipated, but Champs will pay for the security and maintenance needed at those events.

Champs has acknowledged that this agreement will be for one year only and that future years will be at the rate established by the School Board.

It is anticipated that Champs will be doing some fundraising activities and the details of the use of those funds will be established at a future meeting between Colleen Borkovec and Dr. Kuzniewski.

**J. Sterling Morton High School  
Request for use of Facility**

Please use ballpoint pen. This form contains 4 carbons. Notify the Main Office of ALL changes A.S.A.P.

Signature of Person Completing Form \_\_\_\_\_ Application Date 8/19/10  
 Person in Charge of Activity Julie WCBB Telephone 630-535281  
 Name of Organization or Club \_\_\_\_\_ Faculty Member: Yes \_\_\_ No \_\_\_  
 Address of Organization \_\_\_\_\_ Telephone \_\_\_\_\_  
 Date(s) requested: (Month-Date-Year)

FROM 9 / 19 / 10 TO 9 / 19 / 10 TIME 3 6 p.m.  
 Month Day Year Month Day Year In Out  
 Month Day Year Month Day Year In Out

Please check area(s) needed.

- |                            |                                     |  |                            |                            |   |                            |                            |   |                            |   |                             |  |
|----------------------------|-------------------------------------|--|----------------------------|----------------------------|---|----------------------------|----------------------------|---|----------------------------|---|-----------------------------|--|
| <input type="checkbox"/> E | <input type="checkbox"/> W          | <input type="checkbox"/> Field House     | <input type="checkbox"/> E | <input type="checkbox"/> W | <input type="checkbox"/> Football Playing Field | <input type="checkbox"/> E | <input type="checkbox"/> W | <input type="checkbox"/> Library                        | <input type="checkbox"/> W | <input type="checkbox"/> F-100          | <input type="checkbox"/> FC | <input type="checkbox"/> Gym             |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Main Gym        | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Baseball Diamond 1     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Auditorium                     | <input type="checkbox"/>   | <input type="checkbox"/> Little Theater | <input type="checkbox"/>    | <input type="checkbox"/> Great Room      |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Gym G-112       | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Baseball Diamond 2     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Student's Cafe                 | <input type="checkbox"/>   | <input type="checkbox"/> Sundeck        | <input type="checkbox"/>    | <input type="checkbox"/> Cardio Room     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Gym G-111       | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> the "Rock" area        | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Teacher's Cafe                 | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Weight Room     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Locker Rm (M)   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Softball Diamond 1     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> A-213                          | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Student Cafe    |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Locker Rm (F)   | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Softball Diamond 2     | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> 207-Sr. Cafe                   | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Staff Cafe      |
| <input type="checkbox"/>   | <input checked="" type="checkbox"/> | <input type="checkbox"/> Pool            | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Stadium                | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> A-203, 4, 5, 7                 | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Dean Conf Rm    |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Pool Locker (M) | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Balcony Gym 1          | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Annex Foyer                    | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Classroom _____ |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Pool Locker (F) | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Balcony Gym 2          | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Conference Room A-107          | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    | <input type="checkbox"/> Other _____     |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Soccer Field    | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Weight Room            | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Office Conference Room (A-113) | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    |  |
| <input type="checkbox"/>   | <input type="checkbox"/>            | <input type="checkbox"/> Gym 75          | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Classroom# _____       | <input type="checkbox"/>   | <input type="checkbox"/>   | <input type="checkbox"/> Other _____                    | <input type="checkbox"/>   | <input type="checkbox"/>                | <input type="checkbox"/>    |  |

Probable attendance: 30 Type of Activity: \_\_\_\_\_

- In District staff members must make arrangements for their own needs such as audio visual, food service or maintenance.
- Will admission be charged? Yes \_\_\_ No \_\_\_ Amount \_\_\_\_\_  
 If admission is charged the proceeds will go to: \_\_\_\_\_
- Will applicant bring in equipment? Yes \_\_\_ No \_\_\_ If yes, list items on separate sheet of paper and attach
- SMOKING OR THE USE OF OR POSSESSION OF INTOXICATING LIQUORS IS NOT ALLOWED IN OR ON MORTON SCHOOL PROPERTY.**
- 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 covering personal liability and naming J. Sterling Morton District 201 as additionally insured, to the District Business Office no later than one (1) week prior to use of the facility.

Needs for Set-Up \_\_\_\_\_

\* Person in charge acquires the following Signatures:

Received Forward Received Forward

Asst. Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Area Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Received Forward Received Forward

Principal: \_\_\_\_\_ Date: \_\_\_\_\_ Student Activities Dir: \_\_\_\_\_ Date: \_\_\_\_\_

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

Bldg. & Grounds Secretary: \_\_\_\_\_ PERMIT# 10 Date: \_\_\_\_\_ / \_\_\_\_\_  
 Received Forward