



J. Sterling Morton High School District 201

BUSINESS OFFICE

5801 West Cermak Road, Cicero, Illinois 60804

(708) 780-2116

July 8th, 2026

TO: Dr. Michael Kuzniewski

FR: Nicholas Valderas

RE: Facility Usage Requests for July 2026

GROUP	FACILITY REQUEST	DATES
Alumni Morton West Class of 1976	West Building	Sept 26 2026 11am-12:30pm
Tom McCormack		

FACILITY USAGE APPLICATION

J. Sterling Morton High School District 201

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

NAME & ADDRESS OF ORGANIZATION REQUESTING FACILITY USE:

Alumni Morton West Class of 1976

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

Tom McCormack mccormackpainting@gmail.com 708-253-7950 or 708-352-5757

DESCRIPTION OF EVENT/ACTIVITY:

School Tour of Morton West High School for Alumni

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

ADULTS ____ 40 ____ CHILDREN ____

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

____ No Admission Charge ____

DATE(S) OF EVENT:

FROM ____ 9/26/26 ____ (Month/Day/Year) TO ____ 9/26/26 ____ (Month/Day/Year)

TIME(S) OF EVENT:

SET UP (If Needed) ____ START ____ 11 AM ____

BREAKDOWN (If Needed) ____ END ____ 12 or 12:30 PM ____

ADDITIONAL NEEDS (Equipment or Special Requests):

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

Morton East	Morton West	XXX	Freshman Center	Alternative
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FACILITIES OR PROPERTY REQUESTED FOR USE: (Check Applicable Area[s])

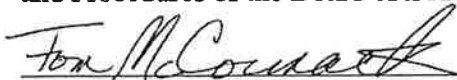
Classroom *	Staff Cafeteria	Senior Cafeteria	Main Cafeteria
Library	Auditorium	Little Theater	Stadium
Field House	Main Gym	Other Gym *	Locker Room
Conference Room *	Pool	Pool Locker Room	Playing Field *
Cardio Room	Parking Lot	Other	

*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.


SIGNATURE & PRINTED NAME

6/4/26
DATE

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

BUSINESS OFFICE SECY	PERMIT NO.	DATE RECEIVED/APPROVED