



March 16, 2020

RE: Temporary suspension of all school rentals

Dear Licensee/Renter:

As you may know, Governor Pritzker implemented mandatory school closures in Illinois in order to contain the outbreak of COVID-19 and protect our health. All Chicago Public Schools (CPS) will be closed from Tuesday, March 16 through Monday, March 30 to allow deep cleanings of all school buildings and to encourage social distancing. Effective March 16, 2020, all rentals of indoor facilities by CPS renters are suspended. You may not return to the school until you receive notice otherwise.

If you have a License Agreement, we are exercising the following provision:

If Licensor determines, in its sole discretion, that the Use compromises or in any way interferes, directly or indirectly, with the safety and security of the School, Licensor may terminate this Agreement immediately upon notice.

If you have a Temporary Usage Permit, we are exercising the following provision:

The Chicago Board of Education retains the right to terminate, change, or modify this Temporary Usage Permit or require a special permit, license, or lease at any time without notice.

Rather than terminating these licenses at this time, we are suspending them until further notice. If you would prefer an outright termination, please contact Ann Yi, Real Estate Advisor, at ayi@cps.edu, and she will prepare the appropriate documentation. We ask that you hold off on negotiating any rescheduling, as the situation is developing rapidly and may change in the future.

If you have any questions about rent or payment issues, email your usual contact at the school to make arrangements. Please note that most employees are working from home, so responses might be slower than usual and any refunds, if applicable, may be delayed until we are able to resume normal operations. Thank you for your patience.

We value our partnerships with you and appreciate your cooperation during this difficult time for all of us. We hope you understand that these precautions are necessary. Please stay safe.

Sincerely,

Sevara E. Davis
Director of Real Estate
Chicago Public Schools

Ann Yi
Real Estate Advisor
Chicago Public Schools