

FACILITY USE INQUIRY FORM

Please email to or share completed form with cdelarkin@piusmatthias.org as far in advance as possible of your event to request your reservation.

1. _____ Today's Date: _____
(Group or Individual requesting use)

Contact Name: _____

Address: _____

2. Email: _____ Phone #: _____

3. Date(s) Requested: _____ if recurring - Start date: _____ End date: _____

4. Time of day: Begin: _____ End: _____

5. Number of participants _____

6. I have access to the facility (key) I will need access to the facility

7. Facilities needed (please check all rooms you would like to use):

Football/Soccer/Track Stadium Baseball Field

Gym Large Group Room

Meeting Room/Research Lab Classroom (s) _____ Cafeteria Room

#: _____ Senior Square Outdoor Dining Area

8. Equipment needed (PMA use-only):

Projector (s)

Sound System

Screen

Other _____

9. Please explain activity to be held: _____

Fee Schedule

Football/Soccer/ Track Stadium \$125/hr. without lights \$155/hr. with lights Baseball Field \$145/hr. \$150/hr with scoreboard Gymnasium \$75/hr.

Cafeteria \$70/hr.

Large Group Room \$70/hr.

Classroom (s) \$70/hr. per room

Senior Square \$100/hr.

Filming/Special events (contact president)

cdelarkin@piusmatthias.org

*All events require PMA Facilitator \$25/hr.

*Cleaning Fee \$125 per event

All rentals will require a PMA site facilitator. All agreements must be submitted for approval two weeks before the event to follow our approval process.

Note: Any agreement not meeting the two weeks may be denied.

Professional Security: Some events that deem security will be determined by the school. St. Pius X- St. Matthias Academy will contract security based on the number of participants at the event.

No.	Item/Facility Used	Hourly Rate	No. of Hours	Total
	Grand Total			\$