

## **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. \_\_\_\_\_ Today's Date:\_\_\_\_ (Group or Individual requesting use) Contact Name: 2. Email: Phone #: 3. Date(s) Requested: \_\_\_\_\_ if recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_ 4. Time of day: Begin: End: (Please include set-up and tear down hours) 5. Number of Participants: 6. Facilities needed (please check all rooms you would like to use): □ Football/Soccer/Track Stadium □ Baseball Field □ Gym □ Large Group Room □ St. Thomas Aquinas Study □ Classroom (s) \_\_\_\_\_ □ Cafeteria Room #: • Senior Square • Plaza (seating w/ covered patio) • Theater □ Garden Portico/Parking Lot (please note if Portico benches need to be moved) 7. Equipment & Decorations: □ Projector with screen (s) (\$25) □ Senior Square Outdoor string lighting (\$25) □ Theater Microphone (\$25 each) □ Scoreboard for gym (\$25) □ Theater Lights (\$25) □ Gym audio system w/ mics (\$25) □ Theater AV Complete Package (\$60) □ Stadium scoreboard & lights(\$170) □

Seating \$25/50 Chairs Theatre Only (chairs for parking lot, gym extra)

Fee Sc	hedule		
	Il/Soccer/ Track Stadium \$145/hr. without	lights	
Baseba	ıll Field \$160/hr.		
Gymna	asium \$90/hr.		
Kitche	n & Cafe Seating \$75/hr.		
Kitche	n & Plaza Seating \$125/hr.		
Plaza S	Seating \$75/hr		
Classro	oom (s) \$75/hr. per room		
Senior	Square \$110/hr.		
Theate	r \$125/hr		
Garden	n \$75/hr		
*Schoo	ol Site Supervisor \$25/hr.		
*Secur	rity (if required by Site Manager) \$25/hr.		
	X- St. Matthias Academy will contract security baing Fee \$125 per event	sed on the number of par	ticipants at the event.
negotia cdelark All ren approv	ed rates for partner organizations are availation. Filming/Special events contact presidence of presidence of presidence of presidence of partners of	dent: Christian De La  All agreements mus  our approval proce	arkin, at be submitted for
No.	Item/Facility Used	Hourly	Total
		No. o	f
		Rate	
		Hour	<u>s</u>
	Grand Tot	1	•

Additional third party rentals through PMA: DJ, Balloon Decor, Additional Lighting. 8. Please explain activity to be held: