

## FACILITY USE INQUIRY FORM

Please email to or share completed form with [cdelarkin@piusmatthias.org](mailto: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: \_\_\_\_\_ (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)

