



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: _____ (Please include set-up and tear down hours)

5. Number of Participants: _____

7. 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) | |

8. 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) | |
| ☐ Other _____ | |

Additional third party rentals through PMA: DJ, Balloon Decor, Additional Lighting.

9. Please explain activity to be held:

Fee Schedule

Football/Soccer/ Track Stadium \$145/hr. without lights

Baseball Field \$160/hr.

Gymnasium \$90/hr.

Kitchen & Cafe Seating \$75/hr.

Kitchen & Plaza Seating \$125/hr.

Plaza Seating \$75/hr

Classroom (s) \$75/hr. per room

Senior Square \$110/hr.

Theater \$125/hr

Garden \$75/hr

*School Site Supervisor \$25/hr.

*Security (if required by Site Manager) \$25/hr.

St. Pius X- St. Matthias Academy will contract security based on the number of participants at the event.

*Cleaning Fee \$125 per event

Reduced rates for partner organizations are available. Ongoing event rates are subject to negotiation. Filming/Special events contact president: Christian De Larkin, cdelarkin@piusmatthias.org

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.

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