



St. Paul VI Catholic High School  
 42341 Braddock Road, Chantilly, VA 20152  
 TEL 703.352.0925 finance@paulvi.net

<b>FOR OFFICE USE</b>	
Rec'd Date _____	_____
COI _____	_____
Contract _____	_____

## EXTERNAL USER FACILITY REQUEST FORM

Requests must be submitted at least three weeks in advance of event. Please type or print clearly so that all information can be accurately processed. Incomplete requests will not be processed and will be returned to sender. Completed forms may be emailed to finance@paulvi.net. Unfortunately, we cannot accommodate all requests.

### APPLICANT INFORMATION

Date(s) of Event \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization POC \_\_\_\_\_

Email \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# of Participants \_\_\_\_\_ Fee charged? Yes/No Amount? \_\_\_\_\_

# of Spectators \_\_\_\_\_ Fee charged? Yes/No Amount? \_\_\_\_\_

Will you have Sponsors for the event? Yes/No Fee? \_\_\_\_\_

Website/Social Media/Other Advertising Event \_\_\_\_\_

\_\_\_\_\_

Event Start/End Times \_\_\_\_\_

Set-up Time Needed \_\_\_\_\_

Event Day Contact \_\_\_\_\_

### TYPE OF FACILITY

Athletic Facilities

Main Gym

Aux Gym

Luke McGuire Stadium Field

Scott Eastment Baseball Field

Softball Field

Track & Field

Tennis Courts

Concessions

Classrooms ( \_\_\_\_\_ quantity)

Team Room

Locker Rooms ( \_\_\_\_\_ quantity)

Please circle one: Boys/Girls

Academic Facilities

Bel Alton Commons

Teatro Montini

Learning Commons

Ginny and Bill Colwell Patio

Rear Grounds

Art Room

Fr. Heet Lobby

Classrooms ( \_\_\_\_\_ quantity)

### TYPE OF EVENT

Select One:

Practice                       Tournament

Tryout                             Showcase

Clinic                               Other \_\_\_\_\_

Grade Level of Participants (circle all that apply):

K 1 2 3 4 5 6 7 8 9 10 11 12

Is there a third party contract/arrangement between PVI and profit making ind/org? Yes/No. (if yes attach contract)

Do you have liability insurance? Yes/No - (attach COI)                      Are you a non-profit? Yes/No - (attach IRS letter)

### IMPORTANT INFORMATION

The facility is not guaranteed until all required forms are received and a fully executed Facility Use Agreement has been executed by all parties.