



St. Matthias
CHURCH & SCHOOL

**1582 & 1566 Ferris Road
Columbus, Ohio 43224**

office@stmatthiascolumbus.com
www.stmatthiascolumbus.com
Parish: (614) 267-3406
School: (614) 268-3030

Facility Rental Request Form

*Please make requests at least one month in advance. All requests are not finalized until the Pastoral Staff approves it. Once approved, please complete the agreement and insurance forms.
For more information, call the Parish Offices at (614) 267-3406
or email us at office@stmatthiascolumbus.com*

Contact Name: _____

Address: _____

Phone: _____

Email: _____

St. Julie Room: The St. Julie Room holds up to 75 people and can be rented for a total of \$200 per event, which includes a 3-hour window*, an on-site supervisor, and insurance. Renters are expected to leave the room as they found it.

Gym: The gym holds up to 300 people and can be rented for a total of \$500 per event, which includes a 6-hour window*, an on-site supervisor, and insurance. Renters are expected to respect the facility and to help the on-site supervisor setup and cleanup.

* Each additional hour is \$25

Facility requesting to use: _____ (St. Julie / Gym)

Date: _____

Reserved Time (include setup and cleanup): _____

Purpose for use: _____

Use of the kitchen? _____ Is this a Parish sponsored event? _____

PASTORAL STAFF USE ONLY

Approved _____ By _____

Not Approved _____ Date _____