



## Facility Booking Request

Requesting School: \_\_\_\_\_

Requesting Group or Organization: \_\_\_\_\_

Type or Name of Event: \_\_\_\_\_

\*Event Date Option 1: \_\_\_\_\_ \*Event Time \_\_\_\_\_

\*Event Date Option 2: \_\_\_\_\_ \*Event Time \_\_\_\_\_

\*Event Date Option 3: \_\_\_\_\_ \*Event Time \_\_\_\_\_

\*Rehearsal time (if needed) \_\_\_\_\_ Audience Attendance Estimate: \_\_\_\_\_

### \*Required Fields

Contact Information Name (*please print*): \_\_\_\_\_

Contact Phone (work): \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_

Contact email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Signature: \_\_\_\_\_

Thank you for submitting the Facility Booking Request to reserve one of the performing arts centers for your next event. Our goal is to provide the best experience possible for you, the performers and your patrons. Please provide three option dates for each event submitted. We will do our best to schedule your first option. However, the Center is extremely busy and our goal is to honor as many requests as possible and meet the needs of all our schools and students. The Center is a 900+ seat theatre and priority will be given to events that require the space. ***Expect an email confirmation within 7-10 days.***

**\*\*You must submit this form for your date to be considered. A separate form needs to be submitted for each event request.**

Email your completed Booking Request to both emails at the Center of choice:

Center for the Arts at Wesley Chapel  
[sstrubbe@pasco.k12.fl.us](mailto:sstrubbe@pasco.k12.fl.us)  
[cnoble@pasco.k12.fl.us](mailto:cnoble@pasco.k12.fl.us)

Center for the Arts at River Ridge  
[rdonofri@pasco.k12.fl.us](mailto:rdonofri@pasco.k12.fl.us)  
[fbrooks@pasco.k12.fl.us](mailto:fbrooks@pasco.k12.fl.us)