

Holden R-III Facility Request Form

Please view the school calendar at <http://holdenschools.org/calendar> to check availability prior to submitting your request to the Activities Director.

Note: An organization and/or individual applying to use district facilities will need to sign an **Agreement for Use of Facility:** <http://goo.gl/jz13Nv> Fax Agreement to: 816-732-4142. If you have questions regarding facility use, please contact the Holden High School Office, 1901 S. Main, Holden, MO 64040; Phone: 816-732-5523.

Requestor Name: Holden Elementary PTO

Requestor Email Address: jillcarver@yahoo.com

Event Title: Holden Elementary PTO Meeting

Date of Event: Jan 4, 2018

Number Attending: 20

If recurring, please list: Frequency: _____ Last Date of Event: _____

Start Time of Event: 6:00 pm

End Time of Event: 7:00 pm

Set Up Begin Time: 5:45 pm

Breakdown End Time: _____

Technology Services: _____ Projector
_____ Laptop
_____ Screen

_____ Mic
_____ Speakers
_____ Other: _____

Custodial Services: _____ Bleachers
_____ Climate Control
_____ Event Set up / Breakdown

_____ Stage Setup
_____ Lunch Tables
_____ Other: _____

Location:

Elementary

_____ Gym
X Library
_____ K-2 Cafeteria
_____ 3-5 Cafeteria
_____ Other: _____

Middle School

_____ Gym
_____ Library
_____ Cafeteria
_____ Conference Room
_____ Other: _____

High School

_____ Gym
_____ Library
_____ Cafeteria
_____ Multipurpose Room
_____ Other: _____

Additional information that may be helpful: