

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: November 2, 2017 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 Mic
 Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Lunch Tables
 Event Set up / Breakdown Other: _____

Location: **Elementary** **Middle School** **High School**
 Gym Gym Gym
 Library Library Library
 K-2 Cafeteria Cafeteria Cafeteria
 3-5 Cafeteria Conference Room Multipurpose Room
 Other: _____ Other: _____ Other: _____

Additional information that may be helpful: