

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: Father/Daughter Dance

Date of Event: March 10, 2018

Number Attending: 100

If recurring, please list:

Frequency: _____

Last Date of Event: _____

Start Time of Event: 6:30 pm

End Time of Event: 8:30 pm

Set Up Begin Time: 3:30 pm

Breakdown End Time: 9:00 pm

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
 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: