

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: March 1, 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
☒ 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: