

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: Angela Brown

Requestor Email Address: abrown@holdenschools.org

Event Title: Incoming Freshman Enrollment Night

Date of Event: March 6, 2018

Number Attending: 100

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

Start Time of Event: 6:00 p.m.

End Time of Event: 8:00 p.m.

Set Up Begin Time: 5:30 p.m.

Breakdown End Time: 8:30 p.m.

Technology Services: ☒ Projector
☐ Laptop
☒ Screen

☒ Mic
☐ Speakers
☐ Other: _____

Custodial Services: ☐ Bleachers
☐ Climate Control
☒ Event Set up / Breakdown

☐ Stage Setup
☐ Lunch Tables
☒ Other: long tables and chairs

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: