

# 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: Charlie Castle

Requestor Email Address: ccastle@holdenschools.org

Event Title: Girls Basketball Awards Ceremony

Date of Event: 3/14/18 Number Attending: 40

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

Start Time of Event: 6 End Time of Event: 7:30

Set Up Begin Time: 5:45 Breakdown End Time: 7:35

Technology Services:  Projector  Mic  
 Laptop  Speakers  
 Screen  Other: \_\_\_\_\_

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

Location:	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym
	<input type="checkbox"/> Library	<input type="checkbox"/> Library	<input type="checkbox"/> Library
	<input type="checkbox"/> K-2 Cafeteria	<input type="checkbox"/> Cafeteria	<input checked="" type="checkbox"/> Cafeteria
	<input type="checkbox"/> 3-5 Cafeteria	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Multipurpose Room
	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Additional information that may be helpful:

Should not need any custodial or technology services for the event.