

# 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: ACT Test (All Juniors)

Date of Event: April 2, 2019 Number Attending: 84

If recurring, please list: Frequency: \_\_\_\_\_ Last Date of Event: \_\_\_\_\_

Start Time of Event: 8:30 a.m. End Time of Event: 1:00 p.m.

Set Up Begin Time: 7:30 a.m. Breakdown End Time: 2:00 p.m.

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 checked="" type="checkbox"/> Other: <u>Classrooms</u>

Additional information that may be helpful:

We will offer a free breakfast for the students in the cafeteria at 8:00 a.m. and they will begin testing in their classrooms at 8:30 a.m.