

# 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: Maddie Taylor/Student Council

Requestor Email Address: [h9taymad@gle.holden.k12.mo.us](mailto:h9taymad@gle.holden.k12.mo.us) / [sburnett@holdenschools.org](mailto:sburnett@holdenschools.org)

Event Title: National Student Leadership Recognition Week

Date of Event: 4/25 Number Attending: 150

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

Start Time of Event: 2:25 End Time of Event: 2:45

Set Up Begin Time: 2:25 Breakdown End Time: 2:45

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"/> xGym
	<input type="checkbox"/> Library	<input type="checkbox"/> Library	<input type="checkbox"/> Library
	<input type="checkbox"/> K-2 Cafeteria	<input type="checkbox"/> Cafeteria	<input 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: We just one set of bleachers out for 15 minutes to take group photo – SOAR is at the end of the day this day. Once photo has been taken, bleacher section can be put up.

Thank you.

Questions – contact Maddy Taylor [h9taymad@gle.holden.k12.mo.us](mailto:h9taymad@gle.holden.k12.mo.us)

Or Sally Burnett [sburnett@holdenschools.org](mailto:sburnett@holdenschools.org)