

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: Kathy Kilgore (5th grade)

Requestor Email Address: KKilgore@holdenschools.org

Event Title: Living Museum

Date of Event: April 6, 2018 Number Attending: 100 5th Graders
Unknown # of guests

If recurring, please list: Frequency: n/a Last Date of Event: n/a

Start Time of Event: 1:30 pm End Time of Event: 3:00 pm

Set Up Begin Time: 1:00 pm Breakdown End Time: 3:15 pm

Technology Services: Projector Mic
 None Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Cool Please! Lunch Tables
 Event Set up / Breakdown Other: small student desks
if available from Room 8 and/or

Location: **Elementary** **Middle School** **High School**
 Gym Gym Gym Storage
 Library Library Library * Talk to
 K-2 Cafeteria Cafeteria Cafeteria Kathy *
 3-5 Cafeteria Conference Room Multipurpose Room
 Other: _____ Other: _____ Other: _____

Additional information that may be helpful:

5th grade students will be set up in areas throughout the gym with props, small desks, and chairs. Guests will come through the museum at their own pace. Students, teachers, and family members are invited.