

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: Matt Habermehl

Requestor Email Address: mhabermehl@holdenschools.org

Event Title: Softball Banquet

Date of Event: 11/2/2017 Number Attending: _____

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

Start Time of Event: 6:00 End Time of Event: _____

Set Up Begin Time: _____ Breakdown End Time: _____

Technology Services: _____ Projector Mic & stand
_____ 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>
	_____ Gym	_____ Gym	_____ Gym
	_____ Library	_____ Library	_____ Library
	_____ K-2 Cafeteria	_____ Cafeteria	<input checked="" type="checkbox"/> Cafeteria
	_____ 3-5 Cafeteria	_____ Conference Room	_____ Multipurpose Room
	_____ Other: _____	_____ Other: _____	_____ Other: _____

Additional information that may be helpful:

From: Matt Habermehl
Sent: Wednesday, October 25, 2017 10:59 AM
To: Joe Parkhurst, Assistant Principal
Cc: Renita Dougherty
Subject: Banquet

Our banquet will be Thursday, November 2nd at 6:00 in the cafeteria. We will need microphone, a stand, and the tables down. Thanks.