

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: Jane Hawn

Requestor Email Address: jhawn@holdenschools.org

Event Title: 10-29-2020

Date of Event: FFA Greenhard Degree Ceremony Number Attending: 80

If recurring, please list: Frequency:

Last Date of Event:

Start Time of Event: 6pm

End Time of Event: 7:30pm

Set Up Begin Time: 4pm

Breakdown End Time: 8pm

Technology Services: Projector
Laptop
Screen

Mic
Speakers
Other:

Custodial Services: Bleachers
Climate Control

Event Set up / Breakdown

Stage Setup
Lunch Tables
Other:

Location: Elementary

Gym
Library
K-2 Cafeteria
3-5 Cafeteria
Other:

Middle School

Gym
Library
Cafeteria
Conference Room
Other:

High School

Gym
Library
Cafeteria
Multipurpose Room
Other:

Additional information that may be helpful: