

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

Date of Event: Sept. 8, 2018, Oct. 27, 2018, December 8, 2018, Feb. 9, 2019 Number Attending: 30

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

Start Time of Event: 7:30 a.m. End Time of Event: 1:30 p.m.

Set Up Begin Time: 7:00 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 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:

Desks need to be in straight rows, all facing the same direction towards the front of the room. There should be 3 feet of space between the desks, shoulder to shoulder and head to head.