**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: Sarah Carey

Requestor Email Address: scarey@holdenschools.org

Event Title: Grandparents Art Night/PTO Auction

Date of Event: Thursday, April 18, 2019 Number Attending: 500-800

If recurring, please list: Frequency: \* Last Date of Event: Apr. 20, 2018

Start Time of Event: 6:00pm End Time of Event: 8:00pm

Set Up Begin Time: 3:00pm Breakdown End Time: 9:30pm

Technology Services: x *Rear-*Projector Mic

 Laptop Speakers

 x Screen Other:

Custodial Services: Bleachers Stage Setup

 x Climate Control x Lunch Tables *down in 3-5 cafe*

 x Event Set up / Breakdown x Other: 17 tables /70 chairs in Gym

Location: **Elementary: YES Middle School: NO High School: NO**

 x Gym Gym Gym

 x Library Library Library

 K-2 Cafeteria Cafeteria Cafeteria

 x 3-5 Cafeteria Conference Room Multipurpose Room

 x Other: halls/classrooms Other: Other:

Additional information that may be helpful:

*\*This is an annual event, usually held in the spring, but the date varies.*

**Grandparents’ Art Night Facilities Request
Thursday, April 18, 2019
Event Time: 6:00-8:00pm**

**Contact:** Sarah Carey, Elementary Art Teacher, ext 3144
Cell: (660) 441-5284; scarey@holdenschools.org

**Locations Needed:** Elementary Building: Gym, 3-5 Cafeteria, Library, Room 138 (4-Eissler), and hallways.  Teachers have also been invited to stay to meet grandparents in their classrooms.

**Event Time:** Set-up will begin immediately after school.  We need our requested technology, tables, chairs, etc. in place by 4:15pm.  The actual event is 6:00-8:00pm.  Clean-up will probably last until 9 or 9:30pm.  Some artwork may be left to dry in the gym overnight as in years past.  I will have it out before school starts the following Monday.

**Number of Attendees** **Expected:** Approximately 500 (175 children and 325 adults)

**Special Accommodations:** This is *Grandparents* Art Night.  We are expecting a large number of elderly guests, some of whom may have mobility issues.  If possible, it would be nice to designate some additional Handicapped or even Senior Citizen parking spaces.

**Set Up:** We need everything set up (technology, tables, chairs, etc.) by 4:15pm to allow us enough time to set up our activities before the actual event starts at 6:00pm.

**LIBRARY:** The usual classroom set up in the library will suffice.  We will need the tables that are currently in the K-2 side of the library to remain there, and we will need *at least* 5 tables to remain in the 3-5 side of the library.  Any others can be moved to the gym if necessary.

**3-5 CAFETERIA:** We will need the lunch tables down so we can use them.  The PTO will serve (pre-made) cookies or cupcakes and juice from the kitchen service line like last year.  The usual lunchroom trash cans will be used.

**GYM:** We will need 70 chairs, 17 tables, and 7 trash cans.  In past years, we have used the 5 tables from the Art Room #144, PTO tables, and work room tables.   Please see the attached document (“Art Night Map of Gym - 2019”) for the gym diagram.  Most of the library tables will be used in the library (see above).

**TECHNOLOGY:** We will need the largest projection screen with rear projection set up in the gym.  Please see the attached document (“Art Night Map of Gym - 2019”) for the gym diagram.  This year we will need a cart of iPads in Robin Eissler’s classroom #138. They will be using Stop Motion Studio. They will likely use her existing computer, projector, and Apple TV as well.

**Custodial Needs:** We will have guests doing arts and crafts activities in the gym, touring the building and visiting classrooms, playing games in the library, and eating in the 3-5 cafeteria.  Trash cans will be used in the gym, library, cafeteria, and possibly many of the classrooms.  The gym and cafeteria will be the messiest!

The Art Room will be closed to the public.  It will be chaos in there until I can come back over the weekend to put everything away.  I will only ask to have the trash cans emptied.  I will handle the rest!

Thank you!!!