**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: Renne Wright

Requestor Email Address: rwright1@holdenschools.org

Event Title: Sr. Art Show

Date of Event: May 7, 2019 Number Attending:

If recurring, please list: Frequency: Last Date of Event: May 10, 2019

Start Time of Event: 4 PM End Time of Event: 7 PM

Set Up Begin Time: 3:15 PM Breakdown End Time: 7pm

Technology Services: Projector Mic

 Laptop Speakers

 Screen Other:

Custodial Services: Bleachers Stage Setup

 Climate Control X Lunch Tables

X Event Set up / Breakdown Other: The tables and floor need to be clean

Location: **Elementary Middle School High School**

 Gym Gym Gym

 Library Library Library

 K-2 Cafeteria Cafeteria XCafeteria

 3-5 Cafeteria Conference Room Multipurpose Room

 Other: Other: Other:

Additional information that may be helpful: