

# 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: Andy Weldon

Requestor Email Address: aweldon@holdenschools.org

Event Title: Band concert

Date of Event: 5-9-19 Number Attending: \_\_\_\_\_

If recurring, please list: Frequency: \_\_\_\_\_ Last Date of Event: \_\_\_\_\_

Start Time of Event: 6:00pm End Time of Event: 7:00pm

Set Up Begin Time: 5:00pm Breakdown End Time: \_\_\_\_\_

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 checked="" 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 type="checkbox"/> Other: _____

Additional information that may be helpful:

*I need folding chairs for the band, not audience. I will help arrange them if you help get them out + set up.*