

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://go.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: Andie Smith

Requestor Email Address: asmith@holdenschools.org

Event Title: Career Day

Date of Event: February 28, 2020 Number Attending: 20 students/room

If recurring, please list: Frequency: Annually Last Date of Event: March 1, 2019

Start Time of Event: 8:30 End Time of Event: 10:30

Set Up Begin Time: 8:15 Breakdown End Time: 10:45

Technology Services: ☒ Projector ☒ Laptop ☒ Screen ☐ Mic ☐ Speakers ☐ Other: possibly, in classrooms- depends on presenter

Custodial Services: ☒ Bleachers ☐ Climate Control ☐ Event Set up / Breakdown ☐ Stage Setup ☐ Lunch Tables ☐ Other: Breakdown

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 checked="" type="checkbox"/> Other: <u>19 classrooms</u>

Additional information that may be helpful:

Can this be added to the calendar, please?
Thank you!