

# 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: Matt Barker

Requestor Email Address: h0barmat@gle.holden.k12.mo.us

Event Title: Court/Matwarming Dance 2020

Date of Event: January 17, 2020

Number Attending: Around 150

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

Start Time of Event: 9:00 p.m. End Time of Event: 11:00 p.m.

Set Up Begin Time: 4:00 p.m. Breakdown End Time: 11:15 p.m.

Technology Services: \_\_\_\_\_ Projector  Mic  
\_\_\_\_\_ Laptop  Speakers  
\_\_\_\_\_ Screen  Other: Sound Board

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 checked="" 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:

Technology Services: The microphone, speakers, and sound board are being used for music. Student Council will be playing music. We have had two speakers in the past but if there is any way we could get a few more to make it louder that would be perfect! Thank you to everyone who is making Court/Matwarming 2020 the amazing event that it is!