**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: Kathy Kilgore

Requestor Email Address: [kkilgore@holden.k12.mo.us](mailto:kkilgore@holden.k12.mo.us)

Event Title: DARE Graduation

Date of Event: Friday, November 30 Number Attending: Approx. 200

If recurring, please list: Frequency: NA Last Date of Event: NA

Start Time of Event: 1:30 PM End Time of Event: 2:15

Set Up Begin Time: 12:30 PM Breakdown End Time:

Technology Services: Projector X Mic

Laptop X Speakers

Screen Other:

Custodial Services: Bleachers X Stage Setup

Climate Control Lunch Tables

X Event Set up / Breakdown X Other: Chairs & Small table on stage

Location: **Elementary Middle School High School**

X Gym Gym Gym

Library Library Library

K-2 Cafeteria Cafeteria Cafeteria

3-5 Cafeteria Conference Room Multipurpose Room

Other: Other: Other:

Additional information that may be helpful:

The stage will need to be set up on the WEST end of the gym, just in front of the basketball goal. We need a small table on the stage for Officer Malcolm to use. Also, a microphone and speakers will need to be set up on the stage. We will need approximately 200 chairs set up with a middle aisle. If possible, we would like 24 chairs per row, 12 on each side of the aisle. The first four rows will be for the 5th graders, and the remaining chairs will be for guests.