

# 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: Cinthia Darden

Requestor Email Address: cdarden@holdenschools.org

Event Title: FBLA officer induction ceremony

Date of Event: May 16<sup>th</sup>, 2019

Number Attending: \_\_\_\_\_

If recurring, please list: Frequency: \_\_\_\_\_

Last Date of Event: \_\_\_\_\_

Start Time of Event: 5:30 p.m.

End Time of Event: 6:45 p.m.

Set Up Begin Time: 5:00 p.m.

Breakdown End Time: 6:45 p.m.

Technology Services:  Projector  
 Laptop  
 Screen

Mic  
 Speakers  
 Other: Podium

Custodial Services:  Bleachers  
 Climate Control  
 Event Set up / Breakdown

Stage Setup  
 Lunch Tables  
 Other: \_\_\_\_\_

Location:

**Elementary**

**Middle School**

**High School**

Gym  
 Library  
 K-2 Cafeteria  
 3-5 Cafeteria  
 Other: \_\_\_\_\_

Gym  
 Library  
 Cafeteria  
 Conference Room  
 Other: \_\_\_\_\_

Gym  
 Library  
 Cafeteria  
 Multipurpose Room  
 Other: \_\_\_\_\_

Additional information that may be helpful:

