

2018-19

# 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: Craven

Requestor Email Address: \_\_\_\_\_

Event Title: FFA Banquet

Date of Event: 5-8-19 Number Attending: 150-200

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

Start Time of Event: 6pm End Time of Event: 8:30 pm

Set Up Begin Time: 3:30 pm Breakdown End Time: 9pm


Technology Services: ☒ Projector ☒ Mic  
☒ Laptop ☒ Speakers  
☒ Screen \_\_\_\_\_ Other: \_\_\_\_\_

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

Location	Elementary	Middle School	High School
_____ Gym	_____ Gym	<input checked="" type="checkbox"/> Gym	
_____ Library	_____ Library	_____ Library	
_____ K-2 Cafeteria	_____ Cafeteria	<input checked="" type="checkbox"/> Cafeteria	
_____ 3-5 Cafeteria	_____ Conference Room	_____ Multipurpose Room	
_____ Other: _____	_____ Other: _____	_____ Other: _____	

Additional information that may be helpful:

Stage Awards Table Podium & Mic Tables & Chairs



Floor Screen - Projector stage Lunch Room Tables & Chairs Tables & Chairs

