

# 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: Audrey Steves

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

Event Title: FFA Banquet

Date of Event: May 7, 2026 Number Attending: 100

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

Start Time of Event: 6:00 End Time of Event: 7:30

Set Up Begin Time: 3:30 Breakdown End Time: 8:00

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  
\_\_\_\_ Library \_\_\_\_\_ Library  
\_\_\_\_ K-2 Cafeteria \_\_\_\_\_ Cafeteria  Cafeteria  
\_\_\_\_ 3-5 Cafeteria \_\_\_\_\_ Conference Room \_\_\_\_\_ Multipurpose Room  
\_\_\_\_ Other: \_\_\_\_\_ Other: \_\_\_\_\_

Additional information that may be helpful: