

# Holden R-III Facility Request Form

5-1  
Banquet

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: Jane Hawn

Requestor Email Address: jhawn@holden.k12.mo.us.

Event Title: FFA Chapter Banquet

Date of Event: May, 1 2020

Number Attending: 200

If recurring, please list: Frequency:

Last Date of Event:

Start Time of Event: 6 pm

End Time of Event: 8:00 pm

Set Up Begin Time: after school

Breakdown End Time: 8:30 pm

Technology Services:

Projector  
Laptop  
Screen

Mic  
Speakers  
Other:

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:

Holden FFA alumni will help during event.