

# 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: Jimmy Tucker

Requestor Email Address: jtucker@holdenschools.org

Event Title: Football Banquet

Date of Event: December 18th Number Attending: ?

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

Start Time of Event: 6:00 pm End Time of Event: 8:00 pm

Set Up Begin Time: 5:00 Breakdown End Time: \_\_\_\_\_

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

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

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

Additional information that may be helpful:

- All Tables Down  
- 6 folding tables (4 for food, 1 for Awards,  
- Podium 1 for coaches w/chairs)