

Holden K-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: Holden Foundation

Requestor Email Address: lisastoyko@gmail.com

Event Title: Foundation Meeting /Chamber After Hours

Date of Event: Feb. 20th 2020

Number Attending: 30ish

If recurring, please list: Frequency: _____ Last Date of Event: _____

Start Time of Event: 5:30 pm End Time of Event: _____

Set Up Begin Time: 5 pm 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>
	_____ Gym	_____ Gym	_____ Gym
	<u>/</u> _____ Library	_____ Library	_____ Library
	_____ K-2 Cafeteria	_____ Cafeteria	_____ Cafeteria
	_____ 3-5 Cafeteria	_____ Conference Room	_____ Multipurpose Room
	_____ Other: _____	_____ Other: _____	_____ Other: _____

Additional information that may be helpful: