

# 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: Daniel Conner

Requestor Email Address: dconner@holdenschools.org

Event Title: Freshman Enrollment Night

Date of Event: 3/2/2020 Number Attending: 200

If recurring, please list: Frequency: annually Last Date of Event: 3/2019

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

Set Up Begin Time: 5:00 pm Breakdown End Time: 9:00 pm

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

Additional information that may be helpful:

We will need 8 tables with 4 chairs per table.

Presentation first; students will be announced & at a time to come schedule; breakdown one complete