

# 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: Sarah Carey

Requestor Email Address: scarey@holdenschools.org

Event Title: Grandparents Art Night/PTO Auction

Date of Event: Friday, January 31<sup>st</sup>, 2020 Number Attending: 500-800

If recurring, please list: Frequency: \* \_\_\_\_\_ Last Date of Event: April 18, 2019

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

Set Up Begin Time: 3:10pm Breakdown End Time: 9:30pm

Technology Services:  Rear-Projector  Mic  
 Laptop  Speakers  
 Screen  Other: CD player

Custodial Services:  Bleachers  Stage Setup  
 Climate Control  Lunch Tables down in 3-5 cafe  
 Event Set up / Breakdown  Other: 17 tables /70 chairs in Gym

Location:	<b><u>Elementary: YES</u></b>	<b><u>Middle School: NO</u></b>	<b><u>High School: NO</u></b>
	<input checked="" type="checkbox"/> <u>Gym</u>	<input type="checkbox"/> <u>Gym</u>	<input type="checkbox"/> <u>Gym</u>
	<input checked="" type="checkbox"/> <u>Library</u>	<input type="checkbox"/> <u>Library</u>	<input type="checkbox"/> <u>Library</u>
	<input type="checkbox"/> <u>K-2 Cafeteria</u>	<input type="checkbox"/> <u>Cafeteria</u>	<input type="checkbox"/> <u>Cafeteria</u>
	<input checked="" type="checkbox"/> <u>3-5 Cafeteria</u>	<input type="checkbox"/> <u>Conference Room</u>	<input type="checkbox"/> <u>Multipurpose Room</u>
	<input checked="" type="checkbox"/> <u>Other: halls/classrooms</u>	<input type="checkbox"/> <u>Other: _____</u>	<input type="checkbox"/> <u>Other: _____</u>

Additional information that may be helpful:

*\*This is an annual event, usually held in the spring, but the date varies.*

# Grandparents' Art Night Facilities Request

**Friday, January 31, 2020**

**Event Time: 6:00-8:00pm**

**Contact:** Sarah Carey, Elementary Art Teacher, ext 3144  
Cell: (660) 441-5284; [scarey@holdenschools.org](mailto:scarey@holdenschools.org)

**Locations Needed:** Elementary Building: Gym, 3-5 Cafeteria, Library, possibly 2 (upper grade) classrooms, and hallways. Teachers have also been invited to stay to meet grandparents in their classrooms.

**Event Time:** Set-up will begin immediately after school. We need our requested technology, tables, chairs, etc. in place by 4:15pm. The actual event is 6:00-8:00pm. Clean-up will probably last until 9 or 9:30pm. Some artwork may be left to dry in the gym overnight as in years past. I will have it out before school starts the following Monday.

**Number of Attendees Expected:** Approximately 600 (210 children and 390 adults)

**Special Accommodations:** This is *Grandparents* Art Night. We are expecting a large number of elderly guests, some of whom may have mobility issues. If possible, it would be nice to designate some additional Handicapped or even Senior Citizen parking spaces.

**Set Up:** We need everything set up (technology, tables, chairs, etc.) by 4:15pm to allow us enough time to set up our activities before the actual event starts at 6:00pm.

**LIBRARY:** The usual classroom set up in the library will suffice. We will need the tables that are currently in the K-2 side of the library to remain there, and we will need *at least* 5 tables to remain in the 3-5 side of the library. Any others can be moved to the gym if necessary.

**3-5 CAFETERIA:** We will need the lunch tables down so we can use them. The PTO will serve (pre-made) cookies or cupcakes and juice from the kitchen service line like last year. The usual lunchroom trash cans will be used.

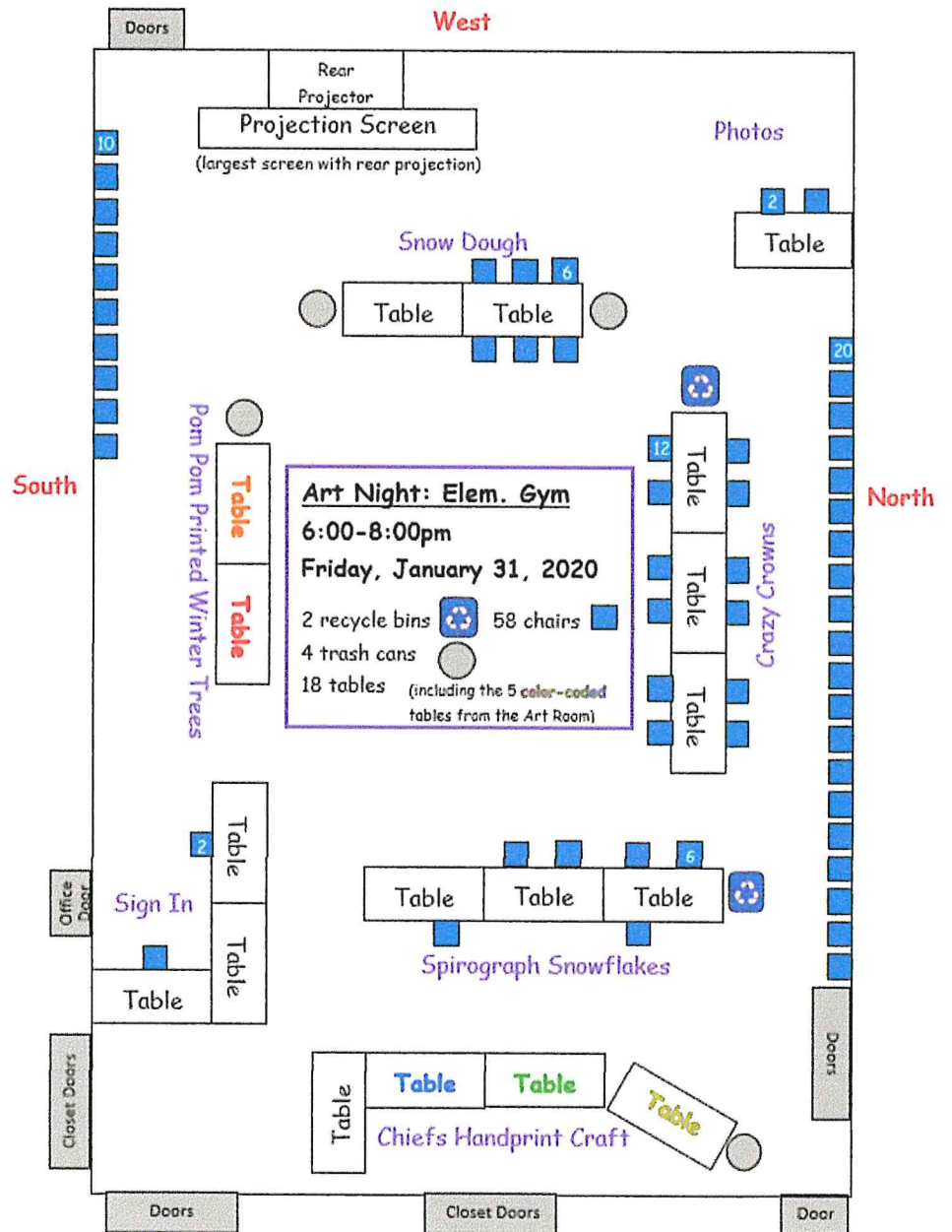
**GYM:** We will need 58 chairs, 18 tables, 4 trash cans, and 2 rolling recycle bins. In past years, we have used the 5 tables from the Art Room #144, PTO tables, and work room tables. Please see the attached document ("Art Night Map of Gym - 2020") for the gym diagram. Most of the library tables will be used in the library (see above).

**TECHNOLOGY:** We will need the largest projection screen with rear projection set up in the gym. We will also need a way to play a CD (CD player with speakers). Please see the attached document (“Art Night Map of Gym - 2020”) for the gym diagram.

**Custodial Needs:** We will have guests doing arts and crafts activities in the gym, touring the building and visiting classrooms, playing games in the library, and eating in the 3-5 cafeteria. Trash cans will be used in the gym, library, cafeteria, and possibly many of the classrooms. The gym and cafeteria will be the messiest!

The Art Room will be closed to the public. It will be chaos in there until I can come back over the weekend to put everything away. I will only ask to have the trash cans emptied. I will handle the rest!

Thank you!!!



West

Doors

Rear  
Projector

Projection Screen

(largest screen with rear projection)

Photos

10

2

Table

Snow Dough

6

Table

Table

20

South

Pom Pom Printed Winter Trees

Table

Table

**Art Night: Elem. Gym**

6:00-8:00pm

Friday, January 31, 2020

2 recycle bins  58 chairs 

4 trash cans 

18 tables (including the 5 color-coded tables from the Art Room)

12

Table

Table

Table

Crazy Crowns

North

Office Door

Sign In

2

Table

Table

Table

Table

Table

Table

6

Spirograph Snowflakes

Closet Doors

Table

Table

Table

Table

Chiefs Handprint Craft

Doors

Doors

Closet Doors

Door