

~~9/17~~ 10.17  
Greenhand

# 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: Jane Hawn

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

Event Title: Greenhand Degree Ceremony (FFA)

Date of Event: Oct. 17, 2019

Number Attending: 80 +/-

If recurring, please list: Frequency:

Last Date of Event:

Start Time of Event: 6 pm

End Time of Event: 8 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

- Gym
- Library
- K-2 Cafeteria
- 3-5 Cafeteria
- Other:

Middle School

- Gym
- Library
- Cafeteria
- Conference Room
- Other:

High School

- Gym
- Library
- Cafeteria
- Multipurpose Room
- Other:

Additional information that may be helpful:

Holden FFA alumni will help during event. too.