

# 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: Trina Davidson

Requestor Email Address: tdavidson@holdenschools.org

Event Title: Parent Pick-Up - HES Club's Choice Fundraiser

Date of Event: 12/4/19 Number Attending: N/A

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

Start Time of Event: 3:00 End Time of Event: 7:00

Set Up Begin Time: 2:30 Breakdown End Time: 7:00

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

Custodial Services: ☐ Bleachers ☐ Stage Setup  
☐ Climate Control ☒ Lunch Tables  
☐ Event Set up / Breakdown Other: 4 chairs & table in hallway outside of cafeteria

Location: **Elementary** **Middle School** **High School**  
☐ Gym ☐ Gym ☐ 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: