

Holden R-III Facility Request Form

Please view the school calendar at <http://holdenschools.org/calendar> to ~~check~~ ~~verify~~ liability 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: Sharon Doll

Requestor Email Address: sdoll@holdenschools.org

Event Title: MS Band/Choir Concert

Date of Event: Dec. 18th Number Attending: 300

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

Start Time of Event: 7:00 pm End Time of Event: 8:30 pm

Set Up Begin Time: 5:30 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: Chairs - 200

| Location: | <u>Elementary</u> | <u>Middle School</u> | <u>High School</u> |
|-----------|--|--|--|
| | <input type="checkbox"/> Gym | <input type="checkbox"/> Gym | <input checked="" type="checkbox"/> Gym |
| | <input type="checkbox"/> Library | <input type="checkbox"/> Library | <input type="checkbox"/> Library |
| | <input type="checkbox"/> K-2 Cafeteria | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Cafeteria |
| | <input type="checkbox"/> 3-5 Cafeteria | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Multipurpose Room |
| | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Additional information that may be helpful:

The band will be set up in front of the stage, so please make room for them when setting out chairs.