

Holden R-III Facility Request Form

Please view the school calendar at <http://holdenschools.org/calendar> to check availability and 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/jz13Ny> 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: Holden PTO Tam Maltory

Requestor Email Address: holdenelementarypto@gmail.com

Event Title: Muffins with mom

Date of Event: 5/1/20 Number Attending: 600

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

Start Time of Event: 7:00am End Time of Event: 8:00am

Set Up Begin Time: _____ Breakdown End Time: _____

Technology Services:

<input type="checkbox"/> Projector	<input type="checkbox"/> Mic
<input type="checkbox"/> Laptop	<input type="checkbox"/> Speakers
<input type="checkbox"/> Screen	<input type="checkbox"/> Other: _____

Custodial Services:

<input type="checkbox"/> Bleachers	<input type="checkbox"/> Stage Setup
<input type="checkbox"/> Climate Control	<input type="checkbox"/> Lunch Tables
<input checked="" type="checkbox"/> Event Set up / Breakdown	<input checked="" type="checkbox"/> Other: <u>tables + chairs</u>

Location:

<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
<input checked="" type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input 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:

This event needs to be set up just like Biscuits & gravy with Dad.

Thank you!