

# 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: Renne Wright

Requestor Email Address: rwright1@holdenschools.org

Event Title: NHS new members ceremony

Date of Event: Nov. 14 Number Attending: 100

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

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

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

Technology Services:  Projector  XMic  
 Laptop  Speakers  
 Screen  XOther: Tables

Custodial Services:  Bleachers  Stage Setup  
 Climate Control  Lunch Tables

**XEvent Set up / Breakdown** XOther: Will need 2/3 nice tables for drinks and cakes

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

Please follow the picture-And ask day of for number of chairs need for stage.

