

Holden R-III Facility Request Form

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: Janine Ferguson

Requestor Email Address: jferguson@holdenschools.org

Event Title: National Junior Honor Society Induction Ceremony

Date of Event: 01/23/2024

Number Attending: 120

If recurring, please list: Frequency: 1

Last Date of Event:

Start Time of Event: 6:30PM

End Time of Event: 7:30PM

Set Up Begin Time: 5PM

Breakdown End Time: 7:45PM

Technology Services: 1 wireless Mic that is already in the gym, may need batteries

Custodial Services: Bleachers Other: podium, two tables set up in the gym with blue tablecloths, chairs set up in the gym for students being inducted.

Lunch Tables

Event Set up / Breakdown

Location:	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
	Gym	Gym	Gym
	Library	Library	Library
	K-2 Cafeteria	Cafeteria	Cafeteria
	3-5 Cafeteria	Conference Room	Multipurpose

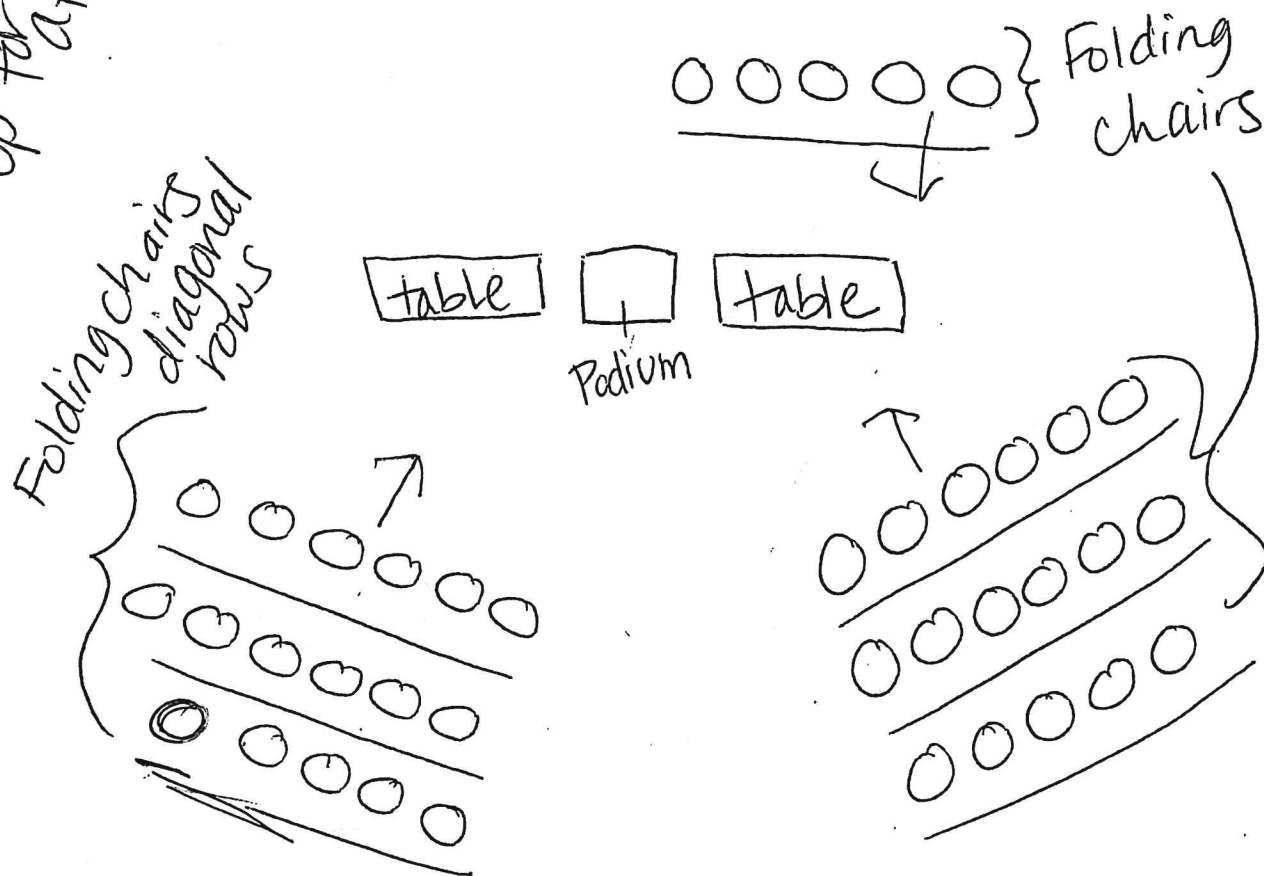
Additional information that may be helpful: see drawing/map for gym set up. Light refreshments will be provided afterwards.

Thanks!

[Signature]

Cafeteria tables set
up for refreshments
afterwards

NJHS Induction Ceremony Gym



Bleachers set up for parents