

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/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: Vicky Birkle

Requestor Email Address: vbirkle@holdenschools.org

Event Title: PAT 1-3year old Group Connection—Motor Play

Date of Event: 10-27-18

Number Attending: 10-15

If recurring, please list: Frequency: _____

Last Date of Event: _____

Start Time of Event: 10:00 AM

End Time of Event: 11:30 AM

Set Up Begin Time: 9:00 AM

Breakdown End Time: 1:00 PM

Technology Services: _____ Projector

_____ Mic

_____ Laptop

_____ Speakers

_____ Screen

_____ Other: _____

Custodial Services: _____ Bleachers

_____ Stage Setup

_____ Climate Control

_____ Lunch Tables

_____ Event Set up / Breakdown

Other: _____

Location:

Elementary

Middle School

High School

x 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: