

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: Sarah Thomas, HES music teacher

Requestor Email Address: sthomas@holdenschools.org

Event Title: Kindergarten/1st Grade Music Program

Date of Event: 12/08/2020

Number Attending: 400

If recurring, please list: Frequency: 1

Last Date of Event: Dec. 2019

Start Time of Event: 6:00 End Time of Event: 7:30

Set Up Begin Time: 5:00 Breakdown End Time: 7:30

Technology Services: Projector
 Laptop
 Screen

Mic
 Speakers
 Other: Chairs

Custodial Services: Bleachers
 Climate Control
 Event Set up / Breakdown

Stage Setup
 Lunch Tables
 Other: Stage risers

Location: **Elementary**

Gym
 Library
 K-2 Cafeteria
 3-5 Cafeteria
 Other: _____

Middle School

Gym
 Library
 Cafeteria
 Conference Room
 Other: _____

High School

Gym
 Library
 Cafeteria
 Multipurpose Room
 Other: _____

Additional information that may be helpful:

Usually high school choir helps with riser set up as well as sound equipment. We will need chairs set up on the gym floor.