

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: Emily Brockhaus

Requestor Email Address: ebrockhaus@holdenschools.org

Event Title: HEA Banquet

Date of Event: 5/11/21 Number Attending: Roughly 75

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

Start Time of Event: 5:30 End Time of Event: 7:30

Set Up Begin Time: 3:00 Breakdown End Time: 8:00

Technology Services: ☐ Projector ☒ Mic
☐ Laptop ☒ Speakers
☐ Screen ☐ Other: _____

Custodial Services: ☐ Bleachers ☐ Stage Setup
☐ Climate Control ☒ Lunch Tables
☒ Event Set up / Breakdown ☐ Other: _____

Location:	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
	<input 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 checked="" 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: