

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: Lisa Baker

Requestor Email Address: LBaker@holdenschools.org

Event Title: Alice Training

Date of Event: July 7-8 Number Attending: _____

If recurring, please list: Frequency: July 7 Last Date of Event: July 8

Start Time of Event: 7:00am End Time of Event: 5:00pm

Set Up Begin Time: — Breakdown End Time: —

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 checked="" type="checkbox"/> Other: _____ |

Additional information that may be helpful:

Tables will need to be put out for breakfast and lunch for the event, unless company decides to serve out of concession stand. And a table for registration

will also need flip dry erase board for presentation
 Thanks!

Castle
 Jolly
 Martin
 Landrum } classrooms