

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: Becca Lairson and Katelyn Schuler

Requestor Email Address: h9laireb@gle.holden.k12.mo.us h0schkat@gle.holden.k12.mo.us

Event Title: Sister Circle

Date of Event: Tuesday March 12th and Wednesday March 13th Number Attending: TBD

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

Start Time of Event: 3:20 P.M End Time of Event: 5:00 P.M

Set Up Begin Time: 3:15 P.M Breakdown End Time: 4:30 P.M

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 checked="" type="checkbox"/> Library	<input type="checkbox"/> Library
	<input type="checkbox"/> K-2 Cafeteria	<input type="checkbox"/> Cafeteria	<input 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:

Teacher Sponsor: Sally Burnett; Holden High School-Room 142