

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: Stephanie Stewart, Emily Ringen

Requestor Email Address: sstewart@holdenschools.org, eringen@holdenschools.org

Event Title: Special Olympic Banquet

Date of Event: May 23, 2019

Number Attending: 75

If recurring, please list: Frequency: _____

Last Date of Event: _____

Start Time of Event: 6:00pm

End Time of Event: 7:00pm

Set Up Begin Time: 9:00 a.m.

Breakdown End Time: 7:30pm

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

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: