

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: Lindsey Farrar

Requestor Email Address: lfarrar@holdenschools.org

Event Title: 4th and 5th Spring Concert

Date of Event: April 4, 2019

Number Attending: 500+

If recurring, please list: Frequency: One time

Last Date of Event: _____

Start Time of Event: 7:00 PM

End Time of Event: 8:00 PM

Set Up Begin Time: 5:00 PM

Breakdown End Time: 8:30 PM

Technology Services: ☒ Projector

☒ Mic

☐ Laptop

☒ Speakers

☒ Screen

☒ Other: Piano

Custodial Services: ☒ Bleachers

☒ Stage Setup

☒ Climate Control

☐ Lunch Tables

☒ Event Set up / Breakdown

☒ Other: Risers and sound boards

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: Stage

Additional information that may be helpful:

Please set chairs up in rows with an isle down the middle. I also need the risers and sound boards up as well as access to the sound system and lights.