

Updated

Turned in 8/21/19

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://goa.d/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: Andie Smith

Requestor Email Address: asmith@holdenschools.org

Event Title: Staff Training - Trauma

Date of Event: Friday, 9/13/19 Number Attending: District Staff

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

Start Time of Event: 9:00 AM End Time of Event: 12:00 pm

Set Up Begin Time: 8:45 AM Breakdown End Time: 12:15 pm

Technology Services: Projector Mic
 Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Lunch Tables
 Event Set up / ~~Breakdown~~ Other: Tables of 6-8

Location:	<u>Elementary</u>	Elementary School	<u>High School</u>
	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input checked="" 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 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:

Please let me know if this event should be in the HS cafeteria or other location. Thanks!