

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: Maddie Taylor/ Sally Burnett

Requestor Email Address: h9taymad@gle.holden.k12.mo.us

Event Title: Veteran's Day Assembly

Date of Event: November 9th, 2018

Number Attending: 700-750

If recurring, please list: Frequency: _____

Last Date of Event: _____

Start Time of Event: 2:50

End Time of Event: 3:15

Set Up Begin Time: 2:15

Breakdown End Time: 3:15

Technology Services: Projector-x
 Laptop-x
 Screen-x

Mic-x
 Speakers-x
 Other: _____

Custodial Services: Bleachers-x (both sides)
 Climate Control
 Event Set up / Breakdown-x

Stage Setup
 Lunch Tables
 Other: Chairs on the floor-20

Location: **Elementary**

Middle School

High School

Gym
 Library
 K-2 Cafeteria
 3-5 Cafeteria
 Other: _____

Gym
 Library
 Cafeteria
 Conference Room
 Other: _____

Gym-x
 Library
 Cafeteria
 Multipurpose Room
 Other: _____

Additional information that may be helpful: