

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: Tonya Mallinson

Requestor Email Address: tmallinson@holdenschools.org

Event Title: Volleyball banquet

Date of Event: 11/15/21 Number Attending: 80

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

Start Time of Event: 6:30 End Time of Event: 7:30

Set Up Begin Time: 5:30 Breakdown End Time: 8:00

Technology Services: _____ Projector ☒ Mic
_____ Laptop _____ Speakers
_____ Screen _____ Other: podium

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>
_____ Gym	_____ Gym	_____ Gym	
_____ Library	_____ Library	_____ Library	
_____ K-2 Cafeteria	_____ Cafeteria	<input checked="" type="checkbox"/> Cafeteria	
_____ 3-5 Cafeteria	_____ Conference Room	_____ Multipurpose Room	
_____ Other: _____	_____ Other: _____	_____ Other: _____	

Additional information that may be helpful:

- will need 4 folding tables