

Holden R-III Facility Request Form

Please view the school calendar at <https://holdeneagles.com/> 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**. Fax completed 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: _____

Requestor Email Address: _____

Event Title: _____

Date of Event: _____ Number Attending: _____

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

Start Time of Event: _____ End Time of Event: _____

Set Up Begin Time: _____ Breakdown End Time: _____

Technology Services: ☐ Projector ☐ Mic
☐ Laptop ☐ Speakers
☐ Screen ☐ Other: _____

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	☐ Cafeteria
	☐ 3-5 Cafeteria	☐ Conference Room	☐ Multipurpose Room
	☐ Other: _____	☐ Other: _____	☐ Other: _____

Additional information that may be helpful: