

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: Sarah Carey

Requestor Email Address: scarey@holdenschools.org

Event Title: Grandparents' Art Night

Date of Event: Thursday, April 2, 2026 Number Attending: 500-600

If recurring, please list: Frequency: annual event Last Date of Event: April 17, 2025

Start Time of Event: 6:00pm End Time of Event: 8:00pm

Set Up Begin Time: 3:20pm Breakdown End Time: 9:30pm

Technology Services: Projector Mic
 Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Lunch Tables
 Event Set up / Breakdown Other: 66 chairs, 17 tables, 6 trash cans*

Location:	<u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
	<input checked="" type="checkbox"/> Gym	<input type="checkbox"/> Gym	<input type="checkbox"/> Gym
	<input checked="" 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 checked="" type="checkbox"/> 3-5 Cafeteria	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Multipurpose Room
	<input checked="" type="checkbox"/> Other: <u>halls/classrooms</u>	Other: _____	Other: _____

Additional information that may be helpful:

*This is an annual event, usually held in the spring, but the date varies. April 2nd is the Thursday before Easter Break. **I have UPDATED the detailed request below.***

Grandparents' Art Night Facilities Request

Thursday, April 2nd, 2026

Event Time: 6:00-8:00pm

Contact: Sarah Carey, Elementary Art Teacher, ext 3144
Cell: (660) 441-5284; scarey@holdenschools.org

Locations Needed: Elementary Building: Gym, 3-5 Cafeteria, Library, hallways, and two 5th grade classrooms (Mrs. East's room #102 and Mrs. Kilgore's room #103). Teachers have also been invited to stay and meet families in their classrooms.

Event Time: Set-up in the gym will begin after the last PE class ends (3:20pm), but we will need to be mindful of the car riders gathered there for afternoon dismissal. We need our requested technology, tables, chairs, etc. in place by 4:30pm. The actual event is 6:00-8:00pm. Clean-up will probably last until 9 or 9:30pm. Some artwork may be left to dry in the gym overnight as in years past. I will have it all cleared out before school starts the following Tuesday.

Number of Attendees Expected: Approximately 600 (210 children and 390 adults)

Special Accommodations: This is *Grandparents' Art Night*. We are expecting a large number of elderly guests, some of whom may have mobility issues. If possible, it would be nice to designate some additional Handicapped or even Senior Citizen parking spaces.

Set Up: We need everything set up (technology, tables, chairs, etc.) by 4:30pm to allow us enough time to set up our activities before the actual event starts at 6:00pm.

LIBRARY: The library will be used with the typical daily setup. Please do not move furniture out of the library.

3-5 CAFETERIA: We will need the lunch tables ready so we can use them. The PTO will host a silent auction there and guests will be invited to enjoy refreshments. The PTO will serve (pre-made) cookies or cupcakes and juice from the kitchen service line. The usual lunchroom trash cans will be used.

GYM: We will need 66 chairs, 17 tables, and 6 trash cans. In past years, we have used the 6 tables from the Art Room #144, PTO tables, and work room tables. Please see the diagram below or the attached document ("Art Night Map of Gym - 2026"). If Art room tables are used, they should be returned to the art room in reverse rainbow order (purple, blue, green, etc.), so they can each get back to their

assigned spaces (beneath the giant color-coordinated crayons hanging from the ceiling).

TECHNOLOGY: We will need a large projection screen with rear projection set up in the gym. Please see the attached document (“Art Night Map of Gym - 2026”) for the gym diagram.

Custodial Needs: We will have guests doing arts and crafts activities in the gym and library, touring the building, visiting classrooms, playing games in rooms 102 and 103, and eating in the cafeteria. Trash cans will be used in the gym, library, cafeteria, and possibly many of the classrooms. The gym and cafeteria will be the messiest!

The Art Room will be closed to the public. It will be chaos in there until I can come back over the weekend to put everything away. I will only ask to have the trash cans emptied. I will handle the rest!

Thank you!

