

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: Zachary Kroah

Requestor Email Address: Zkroah@holdenschools.org

Event Title: 8th Grade Formal

Date of Event: 5/1/26 Number Attending: 115

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

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

Set Up Begin Time: 4:30pm Breakdown End Time: 8:30pm

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> |
|-----------|--|---|--|
| | <input type="checkbox"/> Gym | <input checked="" type="checkbox"/> Gym | <input type="checkbox"/> Gym |
| | <input type="checkbox"/> Library | <input type="checkbox"/> Library | <input type="checkbox"/> Library |
| | <input type="checkbox"/> K-2 Cafeteria | <input checked="" 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: