

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: Emily Brockhaus

Requestor Email Address: e Brockhaus@holdenschools.org

Event Title: Bell Ringing Ceremony

Date of Event: 5/12/26 Number Attending: 40ish

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

Start Time of Event: 8:00am End Time of Event: 9:30am

Set Up Begin Time: 5/11/26 Breakdown End Time: 9:30am

setup
day
before
please!

Technology Services: Projector Mic
 Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Lunch Tables
 Event Set up / Breakdown Other: chairs

Location: **Elementary** **Middle School** **High School**
 Gym Gym Gym
 Library Library Library
 K-2 Cafeteria Cafeteria Cafeteria
 3-5 Cafeteria Conference Room Multipurpose Room
 Other: _____ Other: _____ Other: wings hall

Additional information that may be helpful:

