

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.

Requester Name: Kristi Miller

Requester Email Address: kmiller2@holden.k12.mo.us

Event Title: Night At The Disco

Date of Event: 4-30-26 set up on 4-29-26 Number Attending: 80-100

If recurring, please list: Frequency: _____ Last Date of Event: March 2025

Start Time of Event: 8:00 am End Time of Event: 3:00 pm

Set Up Begin Time: 4-29 @ 3:45 pm Breakdown End Time: 4-30 @ 4:00 pm

Technology Services: Projector Mic
 Laptop Speakers
 Screen Other: _____

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

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

Additional information that may be helpful:

- We need - an area in the locker room for a changing station.
- 16-20 - 8ft tables and enough chairs to go with
- bathrooms to be cleaned before hand
- make sure all athletic equip is removed before.
- trash cans

Thank You!!