

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: Tracy Taylor

Requestor Email Address: ttaylor@holdenschools.org

Event Title: Preschool Graduation

Date of Event: May 8 2026

Number Attending: 200

If recurring, please list: Frequency: _____

Last Date of Event: _____

Start Time of Event: 7 :00

End Time of Event: 8:00

Set Up Begin Time: 4:00 PM

Breakdown End Time: 8:30 PM

Technology Services: Projector
 Laptop
 Screen

Mic
 Speakers
 Other: microphones

Custodial Services: Bleachers
 Climate Control
 Event Set up / Breakdown

Stage Setup
 Lunch Tables
 Other: risers, 200 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: _____

Additional information that may be helpful:

We need 4 long tables, 200 chairs for guests, several trash cans.

I thought I filled this out and sent it back first semester but apparently, I did not. Sorry.