

# 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: Vicky Birkle

Requestor Email Address: vbirkle@holdenschools.org

Event Title: 1-3 year old messy motor day

Date of Event: 3-21-26 Number Attending: 15

If recurring, please list: Frequency: \_\_\_\_\_ Last Date of Event: \_\_\_\_\_

Start Time of Event: 10:00 End Time of Event: 11:30

Set Up Begin Time: 3/20 6:00pm Breakdown End Time: 3/21 12:30

Technology Services:  Projector  Mic  
 Laptop  Speakers  
 Screen  Other: \_\_\_\_\_

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

before 6:00 PM on Friday 3/20 so I can set up. I will clean up afterwards on Saturday. Thank you!

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: Eagles Nest Preschool Other: \_\_\_\_\_ Other: \_\_\_\_\_

Additional information that may be helpful: