

# 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 Ringen

Requestor Email Address: eringen@holdenschools.org

Event Title: Special Olympics Banquet

Date of Event: 05-19-26 Number Attending: 75 (estimate)

If recurring, please list: Frequency: N/A Last Date of Event: N/A

Start Time of Event: 6:00pm End Time of Event: 7:30pm

Set Up Begin Time: 4:00pm Breakdown End Time: 7:30pm

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 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 checked="" 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:

Can you please make sure floors have been cleaned due to breakfast/lunch spills. Thank you! ☺