

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: Ashlee Brockhaus

Requestor Email Address: abrockhaus@holdenschools.org

Event Title: Prom Mock Accident

Date of Event: 5/1/2026 Number Attending: 400

If recurring, please list: Frequency: One Time Last Date of Event: _____

Start Time of Event: 8:00am End Time of Event: 3:15pm

Set Up Begin Time: 4:00pm Breakdown End Time: _____

Technology Services: Projector _____ Mic
_____ Laptop _____ Speakers
_____ Screen _____ Other: _____

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

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: East side of

the parking lot

Additional information that may be helpful:

It needs to be blocked off in order to keep room for the EMS and Tow Truck for our Prom Mock Accident.