

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: Eimile Lewis + Sharon Doll

Requestor Email Address: elewis@holdenschools.org + sdoll@holdenschools.org

Event Title: HS Music Awards Banquet

Date of Event: 5/12/26 Number Attending: 200

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

Start Time of Event: 7:00 pm End Time of Event: ~~6:00~~ 8:30 pm

Set Up Begin Time: 5:30 pm Breakdown End Time: 9:30 pm

Technology Services: Projector Mic
 Laptop Speakers
 Screen Other: _____

Custodial Services: Bleachers Stage Setup
 Climate Control Lunch Tables
 Event Set up / Breakdown Other: chairs - 200

Location: <u>Elementary</u>	<u>Middle School</u>	<u>High School</u>
<input type="checkbox"/> Gym	<input checked="" type="checkbox"/> Gym - 2 nd choice	<input checked="" type="checkbox"/> Gym - 1 st choice
<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 type="checkbox"/> Multipurpose Room
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Additional information that may be helpful: