

Every Wed @ 6:30

no 11/22 12/20 12/27

NATRONA COUNTY HIGH SCHOOL

BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours)

Date of Request: 10/30/17

Date(s) of Building Use: 6:30 Wed

Time(s) of Building Use: _____

Time(s) of Activity: Nov 1st - March 7th

Group or Organization Using Building: BB officials

Reason for Building Use:

- Meeting(s) _____
- Banquet _____
- Dance _____
- Practice(s) _____
- Game(s) _____
- Music Production _____
- Theatre Production _____
- Fundraising Activity _____
- Voting Poll _____
- Registration _____
- Rehearsal(s) _____
- Reunion _____
- Training/Prof. Dev _____
- Other _____

Requested Area(s):

- Cafeteria (East) _____ (West) _____
- Auditorium _____
- Band Room _____
- Library _____
- Staff Center _____
- Main Gym _____
- Auxiliary Gym _____
- PE Classroom _____
- Wrestling Room _____
- Weight Room _____
- Fitness Center _____
- Locker Room(s) _____
- Gym Lobby _____
- Pool _____
- Stadium _____
- Track _____
- Classroom(s) / /
- Other _____

Does Facility need to be opened? Yes No Time _____ AM-PM

Does Facility need to be locked after use? Yes No Time _____ AM-PM

Is this function open to the Public? Yes No

Will Admission be charged? Yes No Amount \$ _____

How many people will be in attendance? Less than 50 Less than 100 _____ More than 100 _____

Will food or beverages be: (Sold) _____ (Provided) _____ at this activity? Yes _____ No

General Equipment needed:

- Microphone(s) # _____
- Podium _____
- Tables # _____
- Chairs # _____
- DVD Player _____
- TV _____
- Projector _____
- Screen _____
- Projector _____

Is special lighting and sound necessary for this function? Yes _____ No _____

List person(s) who will be in charge of this activity: Posie Brown

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____