

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: 11/20/2017 Date(s) of Building Use: December 5, 2017 Tuesday
Time(s) of Building Use: 4:00 pm - 8:00 pm Time(s) of Activity: Same

Group or Organization Using Building: NCHS DECA

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 ___ 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 4:00 AM-PM

Does Facility need to be locked after use? Yes No Time 8:00 AM-PM

Is this function open to the Public? Yes No

Will Admission be charged? Yes No Amount \$ 10.00

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 # 8 Chairs # 40 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: Ms Williams DECA Advisor

930 S Elm Casper WY 82609 307-253-1100
Address City State Zip Telephone Number

OK Larry

Approval _____ Date _____ Denial _____ Date _____