

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: 4/27/18

Date(s) of Building Use: Monday, May 1st

Time(s) of Building Use: _____

Time(s) of Activity: 6:00-8:00

Group or Organization Using Building: _____

Dean Morgan Middle School

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 _____

Soccer game

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) 1 1
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 _____

Restrooms, lights

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

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

Dylan Yentes-DM

Address _____ City _____ State _____ Zip _____

Telephone Number

267-4587

Approval _____

Date _____

Denial _____

Date _____