

* ROTC Christmas Party will be happening in the Commons at the same time.

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 11-28 Date(s) of Building Use: 12/11-Monday

Time(s) of Building Use: 6pm-9pm Time(s) of Activity: same

Group or Organization Using Building: NCHS Football

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 Annual Awards

Will eat
First in upper
mezzanine, first
Floor Hallway
+ Aud. Foyer
Tables + chairs
to seat around
200

Requested Area(s):

Cafeteria (East) (West) Auditorium Band Room Library Staff Center Floor Hallway
Main Gym Auxiliary Gym Wrestling Room Weight Room Fitness Center Aud. Foyer
Locker Room(s) Gym Lobby Pool Stadium Track Classroom(s) 1
Other Upper Mezzanine, Auditorium foyer, South first floor hallway

Does Facility need to be opened? Yes No Time 200 AM-PM

Does Facility need to be locked after use? Yes No Time 200 AM-PM

Is this function open to the Public? Yes No Awards to follow

Will Admission be charged? Yes No Amount \$ in Auditorium

How many people will be in attendance? Less than 50 Less than 100 probably 200ish tables/chairs

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

General Equipment needed: in auditorium, mic, podium, table, ability to show hi-light video afterwards

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: Steve Harshman NCHS

Address City State Zip Telephone Number 262-8075

OK Per LM + Bob

Approval _____ Date _____ Denial _____ Date _____