

NATRONA COUNTY HIGH SCHOOL

BUILDING USE REQUEST FORM

(All Thursdays before games)

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

Date of Request: 8-17-16 Date(s) of Building Use: 8-25, 9-1, 9-8, 9-15, 9-22, 9-29, 10-6, 10-13, 10-20, 10-27, 11-3, 11-10
Time(s) of Building Use: _____ Time(s) of Activity: _____

Group or Organization Using Building: NC Football moms to feed players

Reason for Building Use: feed players
Meeting(s) _____ Banquet Dance _____ Practice(s) _____ Game(s) _____ Music Production _____
Theatre Production _____ Fundraising Activity _____ Voting Poll _____ Registration _____ (11-3
Rehearsal(s) _____ Reunion _____ Training/Prof. Dev _____ The Commons is already reserved)
Other _____

Requested Area(s): Commons
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 \$ _____

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 # 4 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: Shelly Rice, Stephanie Knight, Rachel Hedges

3817 Hawthorne Ave. Casper 82604 307-315-5614 (Stephanie)
Address City State Zip Telephone Number

[Signature] 8/22/16
Approval Date Denial Date