

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: 9/29/17

Date(s) of Building Use: Tuesday Oct 3rd

Time(s) of Building Use: _____

Time(s) of Activity: 6:00-7:30

Group or Organization Using Building: Golf

Reason for Building Use: Awards Banquet

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): 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 _____ 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: Timfauss

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____

*Cafeteria
Style tables*

*and two long
tables set up
against attendance
wall to serve food*