

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: 4/26/2018 Date(s) of Building Use: 5/3/2018
Time(s) of Building Use: 5:00-6:30 PM Time(s) of Activity: 5:35-6:30

Group or Organization Using Building: Girls Soccer

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 Team Dinner

Requested Area(s):

Cafeteria 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 Commons/Cafeteria for team dinner

Does Facility need to be opened? Yes No Time 5:00 PM AM-PM
Does Facility need to be locked after use? Yes No Time 6:30 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 # LUNCH TABLES DOWN 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: Lydia Bell Kristina Vondra