

# NATRONA COUNTY HIGH SCHOOL

## BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours) Dec. 5, 6, 7

Date of Request: 10/26/17 Date(s) of Building Use: Nov. 7, 8, 9, 14, 15, 16 12, 13, 14  
Time(s) of Building Use: 3:30 - 4:45 Time(s) of Activity: 3:30 - 4:45 19, 20, 21

Group or Organization Using Building: NCHS Girls Track

### 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\_\_\_\_\_

### 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) / /  
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: Brent Jurgensen

NCHS MAC 157  
Address City State Zip Telephone Number

Approval Date Denial Date