

# 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: 2/1/18 Date(s) of Building Use: Wed, Feb 7<sup>th</sup> + Thurs Feb 8<sup>th</sup>

Time(s) of Building Use: \_\_\_\_\_ Time(s) of Activity: 7:30 - 8:10 AM

Group or Organization Using Building: Admin

Reason for Building Use:

Honor Roll Breakfast  
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):

Upper gym mezzanine area  
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) # 1 Podium \_\_\_\_\_ Tables # 6 Chairs # 4 DVD Player \_\_\_\_\_ TV \_\_\_\_\_ Projector \_\_\_\_\_

Screen \_\_\_\_\_ Projector \_\_\_\_\_ 4 tables in upper gym area for Donuts

Is special lighting and sound necessary for this function? Yes \_\_\_\_\_ No \_\_\_\_\_

List person(s) who will be in charge of this activity: \_\_\_\_\_

All gym doors locked except for the door @ top entrance near commons stairs please.

one table + 2 chairs @ top of stairs near gym entrance  
one table, two chairs @ end of hallway upstairs

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_

Lobby Crown