

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: 10-9-17 Date(s) of Building Use: 12-5-2017

Time(s) of Building Use: 6:00pm - 9:00 p.m. Time(s) of Activity: 7:00p.m. - 8:30 p.m.

Group or Organization Using Building: IB

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 INDUCTION CEREMONY + RECEPTION

Requested Area(s):

^{UPPER 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) 1 1
Other CEREMONY IN AUDITORIUM, RECEPTION IN THE UPPER COMMONS

Does Facility need to be opened? Yes No Time 6:00 AM- PM

Does Facility need to be locked after use? Yes No Time 9:00 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: ^{IN AUDITORIUM} Microphone(s) # 1 Podium 1 ^{IN COMMONS} Tables # 3 Chairs # ___ DVD Player___ TV___ Projector___
Screen___ Projector___ 3 SERVING TABLES PLUS CAFETERIA TABLES FOR SEATING

Is special lighting and sound necessary for this function? Yes___ No

List person(s) who will be in charge of this activity: MARVIN BIRZER

Address _____ City _____ State _____ Zip _____ Telephone Number 620-960-5385

Approval _____ Date _____ Denial _____ Date _____