

no conflict

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: 1/17/18 Date(s) of Building Use: 4/6/18 - 4/7/18
Time(s) of Building Use: 4/6 4:30-8 pm, 4/7 9-11 pm Time(s) of Activity: 4/6 5-8, 4/7 9-12

Group or Organization Using Building: LIFT Wyoming

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 LIFT Wyoming Conference

Requested Area(s):
Cafeteria (East) (West) Auditorium ___ Band Room ___ Library Staff Center (TBO)
Main Gym ___ Auxiliary Gym ___ Wrestling Room ___ Weight Room ___ Fitness Center ___
Locker Room(s) ___ Gym Lobby ___ Pool ___ Stadium ___ Track ___ Classroom(s) X/1
Other _____

Does Facility need to be opened? Yes No Time 4/7/18 @ 8 AM-PM

Does Facility need to be locked after use? Yes No Time 4/6 @ 8:30 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 # 200 Chairs # enough for people 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: Tom Grogan

5330 S. Center Casper WY 82601 Telephone Number 307-247-2561

Approval _____ Date _____ Denial _____ Date _____