

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: Sat April 7th

Time(s) of Building Use: _____ Time(s) of Activity: 9:00-3:00

Group or Organization Using Building: Middle Schools

Reason for Building Use: Cheer Competition
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): Mac Gym
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: Booster Club
Microphone(s) # _____ Podium _____ Tables # _____ Chairs # _____ DVD Player _____ TV _____ Projector _____
Screen _____ Projector _____ Concession

Is special lighting and sound necessary for this function? Yes _____ No _____ possibly

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

Address _____ City _____ State _____ Zip _____ Telephone Number _____
Jason Holt

Approval: [Signature] Date: 1/19/18 Denial _____ Date _____