

# 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: 10/3/17 Date(s) of Building Use: Friday Oct 6<sup>th</sup>  
Time(s) of Building Use: \_\_\_\_\_ Time(s) of Activity: 11:15-12:00

Group or Organization Using Building: Oil Bowl Assembly

### 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):

Stadium

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: \_\_\_\_\_

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

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

# 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: 10/3/17 Date(s) of Building Use: Friday Oct 6<sup>th</sup>  
Time(s) of Building Use: same Time(s) of Activity: 2:00 - 5:30

Group or Organization Using Building: Taukating Party

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): New North 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 X  
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\_\_\_ Sound Set up similar to

List person(s) who will be in charge of this activity: BBQ (w/ Propane fuel) Back to School Night  
Address \_\_\_\_\_ City \_\_\_\_\_ State please Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_  
(Lane Dia)

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_  
tables + chairs  
+ Sound system please