

Thurs. 2:30 - 8:00 pm

Sat 9:00 - 8:00 pm

Fri. 1:00 - 8:00 pm

NATRONA COUNTY HIGH SCHOOL

BUILDING USE REQUEST FORM

one table
two chairs
@ mac gym
+ main gym

Outside Groups: Please check in at the office upon your arrival (during school hours)

Date of Request: Mon Dec 4th

Date(s) of Building Use: Thurs, Fri, Sat

Time(s) of Building Use: _____ Time(s) of Activity: _____

Group or Organization Using Building: Stuco

Reason for Building Use:

Meeting(s)___ Banquet___ Dance___ Practice(s)___ Game(s)___ Music Production @ BB
Theatre Production___ Fundraising Activity___ Voting Poll___ Registration Journey
Rehearsal(s)___ Reunion___ Training/Prof. Dev___
Other _____

Requested Area(s):

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___ @ each site

General Equipment needed:

Microphone(s) # ___ Podium___ Tables # ___ Chairs # ___ DVD Player___ TV___ Projector___ (main gym + mac gym)
Screen___ Projector___

Is special lighting and sound necessary for this function? Yes___ No___

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

Thurs 2:30
Friday 1:00
Sat all day

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____