

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: 12/7/17 Date(s) of Building Use: Thursday, Dec 14th
Time(s) of Building Use: _____ Time(s) of Activity: 11:00-2:00

Group or Organization Using Building: Counseling Office

Reason for Building Use: Info Table
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): Please set up one table + one chair
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 _____

In the new hallway on ground floor between the courtyards

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 _____

Nissan of Casper will

List person(s) who will be in charge of this activity: _____
have an info table for scholarship details

Address _____ City _____ State _____ Zip _____ Telephone Number _____

John O'Connor

Approval _____ Date _____ Denial _____ Date _____