

# 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: 8-22-17 Date(s) of Building Use: 10-5-17  
Time(s) of Building Use: 8:30 AM - 3:00 P.M. Time(s) of Activity: 9:30 AM - 3:00 P.M.

Group or Organization Using Building: PARK ELEMENTARY

### 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 TRACK AND FIELD DAY

### 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 X Classroom(s) / / /  
Other RESTROOMS AT TRACK

Does Facility need to be opened?  Yes No Time 8:00  AM-PM

Does Facility need to be locked after use?  Yes No Time 3:30  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 X

Will food or beverages be: (Sold)\_\_\_ (Provided)\_\_\_ at this activity? Yes\_\_\_ No X

### General Equipment needed:

Microphone(s) # X Podium\_\_\_ Tables #\_\_\_ Chairs #\_\_\_ DVD Player\_\_\_ TV\_\_\_ Projector\_\_\_  
Screen\_\_\_ Projector\_\_\_

Is special lighting and sound necessary for this function? Yes\_\_\_ No X

List person(s) who will be in charge of this activity: PAT SCISSONS PE TEACHER

140 W. 9<sup>th</sup> CASPER WY 82601 307-253-3200  
Address City State Zip Telephone Number

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