

# 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: 1/4/2018 Date(s) of Building Use: February 7, 2018  
Time(s) of Building Use: 8-4 pm Time(s) of Activity: 8am - 2 pm

Group or Organization Using Building: Honor Society for Peach Basket Blood Drive

### 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 Peach Basket Blood drive

### 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 Rm 3086, 3088, 3090 Hallway

Does Facility need to be opened?  Yes  No

Time 7:30  AM  PM

Does Facility need to be locked after use?  Yes  No

Time 4:00  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 # 2 Chairs # 24 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: Debra White Ashlie Howell  
Justin Irish - Blood drive

307-259-5428

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

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