

Pride In Excellence -

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: 4/27/16

Date(s) of Building Use: Tuesday, May 23rd

Time(s) of Building Use: _____

Time(s) of Activity: 1:25

Group or Organization Using Building: Activities - Pride In Excellence

Reason for Building Use: Assembly

- 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):

- 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 _____

Main Gym

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

Amou... _____

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 # 15 DVD Player _____ TV _____ Projector _____
- Screen _____ Projector _____

~~on stage for awards presentation~~

Is special lighting and sound necessary for this function? Yes _____ No

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

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval [Signature] Date 5/1/17 Denial _____ Date _____