

# 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: 1/16/18 Date(s) of Building Use: FRID Sat Feb 2nd

Time(s) of Building Use: 10:00 AM Time(s) of Activity: Sat Feb 16<sup>th</sup> 10:00 AM

Group or Organization Using Building: Jr Class

Reason for Building Use: Sell RB Floats

- 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): Outside Jerry Dutton Gymnasium

- 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 X Less than 100 \_\_\_ More than 100 \_\_\_

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

General Equipment needed:

Microphone(s) # \_\_\_ Podium \_\_\_ Tables # 1 Chairs # 4 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: \_\_\_\_\_

Sanders

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

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