

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: Oct 18, 2017 Date(s) of Building Use: April 7, 2018

Time(s) of Building Use: 12:00 - 3:30 Time(s) of Activity: 12:00 - 3:30

Group or Organization Using Building: College Recruiting - Federal Service Academies

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 Service Academy Information Session/Presentation

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 _____

Does Facility need to be opened? Yes ___ No Time _____ 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___

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

General Equipment needed:

Microphone(s) # Podium Tables # 8 Chairs # 16 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: John O'Connor Mark Johnson

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval [Signature]

Date 10/25/17

Denial _____

Date _____