

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: 5/23/19

Date(s) of Building Use: Saturday, July 27th

Time(s) of Building Use: _____ Time(s) of Activity: 11:00-12:00

Group or Organization Using Building: Class of 1969

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 _____

Requested Area(s):

Tour All Available Areas
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 ☒ 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 # _____ Chairs # _____ 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: Debbie Huber

267-5008

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____