

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: 7/20/20 Date(s) of Building Use: Saturday, August 7
Time(s) of Building Use: same Time(s) of Activity: 9:30-10:30 2021

Group or Organization Using Building: Class of 1975

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 X

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: _____

Address

City

State

Zip

Telephone Number

Approval

Date

Denial

Date

- Reunion had to be
rescheduled from
2020 due to
COVID shutdown -

Ellen Paake 259.6308