

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: 9/18/18 Date(s) of Building Use: Sat, July 20th 2019
Time(s) of Building Use: _____ Time(s) of Activity: 10:30-12:00

Group or Organization Using Building: Class of 1979

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 X

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

Address _____ City _____ State _____ Zip _____ Telephone Number Todd Pierce

Approval _____ Date _____ Denial _____ Date 267-6060