

# 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: 6/5/19 Date(s) of Building Use: Sunday, July 21<sup>st</sup>

Time(s) of Building Use: Same Time(s) of Activity: 10:30 - 11:30 AM

Group or Organization Using Building: Class of 2009

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: Rachel Clifton

No Custodial

Address\_\_\_ City\_\_\_ State\_\_\_ Zip\_\_\_ Telephone Number\_\_\_  
Support required -

Approval\_\_\_ Date\_\_\_ Denial\_\_\_ Date\_\_\_  
- Rachel will guide this tour