**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:** 11-14 **Date(s) of Building Use 11-29**

**Time(s) of Building Use:** 6-7 MEZZANINE, SOUTH 1ST HALLWAY 7-9 AUDITORIUM **Time(s) of Activity: \_\_\_\_\_SAME\_\_\_\_\_\_\_**

**Group or Organization Using BuildiNG FOOTBALL AWARDS**

**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 CATERED DINNER AND AWARDS

**Requested Area(s):**

Cafeteria (East) (West) AuditoriumXX 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 MEZZANINE AND SOUTH 1ST HALLWAY AND FOYER \_

**Does Facility need to be opened?** Yes No Time 6PM AM-PM

**Does Facility need to be locked after use?** Yes No Time YES 9PM AM-PM

**Is this function open to the Public?** Yes No YES PARENTS

**Will Admission be charged?** Yes No Amount $ \_\_NO\_\_\_\_\_\_\_\_

**How many people will be in attendance?** Less than 50 Less than 100 More than 100 XXX

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

**General Equipment needed:**

Microphone(s) # XX Podium XXX Tables # 2 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: \_\_STEVE HARSHMAN\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address City State Zip Telephone Number

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Approval Date Denial Date