

# 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: 9/4/2019 Date(s) of Building Use: 1<sup>st</sup> Tuesday of every month

Time(s) of Building Use: 11:15 a.m. – 2:15 p.m. Time(s) of Activity: 11:45 a.m. – 2:00 p.m.

Group or Organization Using Building: U.S. Air Force

### 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 Distribution of Information

### Requested Area(s):

Commons - near school store  
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\_\_\_ For students

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 # 1 Chairs # 2 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: Sergeant Brian

Foster