

# 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: 3/14/19 Date(s) of Building Use: Monday, April 8  
Time(s) of Building Use: Same Time(s) of Activity: 4:00-5:00

Group or Organization Using Building: Alpine-Award

Reason for Building Use: Banquet  
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): Commons  
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 X Less than 100 \_\_\_\_\_ More than 100 \_\_\_\_\_  
Will food or beverages be: (Sold) \_\_\_\_\_ (Provided) at this activity? Yes X No \_\_\_\_\_

General Equipment needed:  
Microphone(s) # X Podium X 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: \_\_\_\_\_  
- Cafeteria tables for seating.  
- two tables for food service

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_  
Jon Mill