

10/11, 11/8, 12/13, 1/10, 2/14, 3/14, 4/11, 5/9 - 2nd Thursday

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: 9/25/18 Date(s) of Building Use: 2nd Thursday of each Month

Time(s) of Building Use: same Time(s) of Activity: 11:30-2:00

Group or Organization Using Building: Army

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 Info Tables

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 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___

one table set up outside of MM to display Army info

Is special lighting and sound necessary for this function? Yes___ No___

List person(s) who will be in charge of this activity: Jessica B - Career Center

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____