

~~Wed~~ Wed night team dinners - have to be done + out by 6:30pm.  
**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: 1/17/19 Date(s) of Building Use: See below  
Time(s) of Building Use: \_\_\_\_\_ Time(s) of Activity: for dates, times + location

Group or Organization Using Building: Boys Basketball

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): Commons / PE Classroom  
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 \_\_\_\_\_ Cafeteria Tables for seating

List person(s) who will be in charge of this activity: \_\_\_\_\_  
+ a couple long tables for serving food.

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

Approval	Date	Denial	Date
<u>Wed - Feb 13<sup>th</sup> - 5:30-6:30 Commons</u>			<u>PE classroom as is.</u>
<u>Wed - Feb 20<sup>th</sup> - 5:30-6:30 PE Classroom</u>			<u>on the dates</u>
<u>Wed - Feb 27<sup>th</sup> - 5:30-6:30 PE Classroom</u>			<u>when dinners are held in</u>
<u>Wed - March 6<sup>th</sup> - 5:30-6:30 Commons</u>			<u>there -</u>