

Tuesday, May 7<sup>th</sup> @ 6:00 pm / Tuesday, May 14<sup>th</sup> @ 5:00 pm

# 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: 4/3/19 Date(s) of Building Use: Tues, May 7<sup>th</sup> 5:00  
Time(s) of Building Use: 4:30-5:00 Setup Time(s) of Activity: Tues, May 14<sup>th</sup> 6:00

Group or Organization Using Building: Boys Soccer

Reason for Building Use: Team Dinner  
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\_\_\_ Less than 100 X More than 100\_\_\_  
Will food or beverages be: (Sold)\_\_\_ (Provided) X 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\_\_\_

List person(s) who will be in charge of this activity: Room as is - Cafeteria tables for seating. Three long tables to serve food

Address City State Zip Telephone Number  
Approval Date Denial Date  
Mana Antan