

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: 4/18/19 Date(s) of Building Use: Tuesday, May 21st
Time(s) of Building Use: 4:30 - Time(s) of Activity: 5:00 - 6:00

Group or Organization Using Building: Boys Soccer

Reason for Building Use: Awards
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 More than 100
Will food or beverages be: (Sold) (Provided) at this activity? Yes No

General Equipment needed: RB Floats
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: Jon Miller

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____