

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: 2/22/22 Date(s) of Building Use: Tuesday, March 1st

Time(s) of Building Use: same Time(s) of Activity: 6:30pm

Group or Organization Using Building: Boys Soccer

Reason for Building Use: Pre Season meeting
☒ 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): 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 ☒ Room as is please

List person(s) who will be in charge of this activity: Dividen open?
Chris Stier 701-425-1593

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____

Date _____

Denial _____

Date _____