**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:** 11/15/20 **Date(s) of Building Use:** 11/19/20

**Time(s) of Building Use:**  5:00 pm **Time(s) of Activity: \_\_\_\_\_\_\_**5:00 pm**\_\_\_\_\_**

**Group or Organization Using Building:**

**Reason for Building Use:**

***Banquet***

**Requested Area(s):**

***Cafeteria (East) (West)***

**Does Facility need to be opened?** ***Yes*** Time 4:45 PM

**Does Facility need to be locked after use? *Yes*** Time 6:00 PM

**Is this function open to the Public? *No***

**Will Admission be charged?** ***No***

**How many people will be in attendance?** ***Less than 50***

**Will food or beverages be: *No***

**General Equipment needed:**

Podium Tables #/Chairs # Enough tables for ~ 50 people (all will be masked but seated together)

Screen Projector

**Is special lighting and sound necessary for this function?** ***No***

**List person(s) who will be in charge of this activity: Jessica Snell**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Address City State Zip Telephone Number

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Approval Date Denial Date