

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: 14-NOV-2018 Date(s) of Building Use: Mondays

Time(s) of Building Use: _____ Time(s) of Activity: 3:30 p.m. - 5:00 p.m.

Group or Organization Using Building: Upward Bound - with NC Students

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 Career Center - Tutoring after school

Requested Area(s):

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) 1 / 1

Other Career Center

Does Facility need to be opened? Yes No Time _____ AM-PM

Does Facility need to be locked after use? Yes No Time 5:10 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

List person(s) who will be in charge of this activity: John O'Connor Luz Oralia
Urguijo-Hawkes

Address _____ City _____ State _____ Zip _____ Telephone Number 307-262-6153

Approval _____ Date _____ Denial _____ Date _____