

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: 5/21/19 Date(s) of Building Use: 7-26 + 27
Time(s) of Building Use: 8am - 5pm Time(s) of Activity: 8:30am - 6:00

Group or Organization Using Building: NCHS Cheer.

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 Camp - UW

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) / /
Other Commons

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 ☒

List person(s) who will be in charge of this activity: Christina Baker

Cheer mats need to be brought out into commons area.

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____

Date _____

Denial _____

Date _____