

# 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: 4/6/21

Date(s) of Building Use: Tuesday, April 20<sup>th</sup>

Time(s) of Building Use: 6:30 setup Time(s) of Activity: 7:00

Group or Organization Using Building: 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 ☐

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 ☐

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:

1 Baker  
307.439.3185

Address

City

State

Zip

Telephone Number

Approval

Date

Denial

Date