

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: 3/11/19 Date(s) of Building Use: Tuesday, April 9th
 Time(s) of Building Use: _____ Time(s) of Activity: 6:00-8:00

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): Commons
 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: * Cafeteria tables - two long tables to serve food

Address _____ City _____ State _____ Zip _____ Telephone Number Christina Baker

Approval _____ Date _____ Denial _____ Date _____