

KELLY WALSH HIGH SCHOOL BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours)
 Date of Request: 4/26/19 Date(s) of Building Use: May 2, 2019
 Time(s) of Building Use: 6-7 pm Time(s) of Activity: 6-7 pm

Group or Organization Using Building: _____

Reason for Building Use: _____
 Meetings Banquet Dance Practices Games Music Production Drama Production
 Fund Raising Activity Voting Poll Registration Rehearsal Other

Requested Area(s): _____
 Auditorium Music Rooms Library Staff Lunch Room Pool
 Conference Room Main Gym Auxiliary Gym Stadium Press Box
 Wrestling Room Weight Room Main Commons Cafeteria Commons
 Grand Staircase ROTC Room Team Room Underground 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 NA 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: _____
 * Tuning Fee may be applicable
 Microphone(s) # _____ Podium *Piano Shell Risers Tables # _____
 Chairs # _____ Projector Screen Other _____

Is special lighting and sound necessary for this function? Yes No
 If yes, and your activity is in the Auditorium you must contact Mr. Dustin Jones for these arrangements at 253-2000
 Will this function have adult supervision? Yes No NA How many? _____
 List person(s) who will be in charge of this activity: Lindsay Suhr
307 441-1891

Address _____ City _____ State _____ Zip _____ Telephone Number _____
Lindsay Suhr Applicant's Signature Alicia K Carlson Activities Director Signature

CC: Activities Office Person Requesting Custodian Principal
 _____ Dept. Cafeteria Auditorium Tech _____