

# 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: 12-17-19 Date(s) of Building Use: Jan 2 - March 14  
Time(s) of Building Use: 6:00 - 7:30 Time(s) of Activity: 6 am - 7:30 am  
m-Th

Group or Organization Using Building: NC 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 Wed Fitness Center\_\_\_  
Locker Room(s)\_\_\_ Gym Lobby\_\_\_ Pool\_\_\_ Stadium\_\_\_ Track\_\_\_ Classroom(s)\_\_\_ / \_\_\_ / \_\_\_  
Other MAC gym - M, Tues, Thurs

Does Facility need to be opened? ☒ Yes ☐ No Time 5:50 ☒ 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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_