

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: 9/8/20 Date(s) of Building Use: ~~Sept. 11, 2020~~ Fri Sept 25
Time(s) of Building Use: 4:45-6pm Time(s) of Activity: 4:45-6

Group or Organization Using Building: NCHS Cheerleading

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 Team dinner

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 X Less than 100 ☐ More than 100 ☐

Will food or beverages be: (Sold) ☐ (Provided) X at this activity? Yes X 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 Team dinner Seating (Couple extra tables to serve)

Baker 307-439-3185