

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: 2/21/18 Date(s) of Building Use: April 16th, 17th, 19th
Time(s) of Building Use: 3:45-5:30 Time(s) of Activity: 3:45-5:30

Mon,
Tues,
Thurs

Group or Organization Using Building: Cheer Tryouts

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 X Less than 100___ More than 100___
Will food or beverages be: (Sold)___ (Provided)___ at this activity? Yes___ No X

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 _____