

# 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-June-2019 Date(s) of Building Use: 26-September-2019

Time(s) of Building Use: 2:00-4:00pm. Time(s) of Activity: ~~2:00-4:00pm.~~  
2:30-3:30

Group or Organization Using Building: Counseling - WAO - College Fair

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 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 \_\_\_ 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 # 35 Chairs # 35 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: John O'Connor 262-6153  
John O'Connor

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

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