

Sat - October 20th 8:00am - 5:00pm
Wed - November 10th 5:00pm - 9:00pm
Wed - November 17th 5:00pm - 9:00pm
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: 10/20/21

Date(s) of Building Use: Sat, October 30th Wed 11/10

Time(s) of Building Use: _____

Time(s) of Activity: + Wed 11/17

Group or Organization Using Building: CPD

Reason for Building Use:

Physical fitness testing

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):

Mac-track + weight Room

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:

Just the track
+ weight
Room access

Address _____

City _____

State _____

Zip _____

Randi Barrett

Telephone Number

Scott Jones

(CPD)

Approval _____

Date _____

Denial _____

Date _____