

# 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: 5/16/19 Date(s) of Building Use: Monday June 3  
Time(s) of Building Use: 3:30 Time(s) of Activity: 4:00-7:00  
PM

Group or Organization Using Building: CPR Class

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) / PE Classroom  
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:

Room as is -  
Divider open  
please

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

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

Bryan Honken