

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: MAY 13 Date(s) of Building Use: MAY 28TH Tuesday

Time(s) of Building Use: 5:00-6:30 Time(s) of Activity: 5:30-6:30

Group or Organization Using Building: NCDT (Dance team)

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):

Commons
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 A CLASS ROOM THAT WE CAN HAVE FOOD, BAND ROOM, CHOIR ROOM??

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 # _____ 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: AJ Campbell- Head Dance Coach 307-258-5341

Address _____ City _____ State _____ Zip _____

Telephone Number _____

Approval _____

Date _____

Denial _____

Date _____

Cafeteria tables for seating -
2 long tables for food service

West + East
side entrance
doors
unlocked
please

APC