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# 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 7th 2019 Date(s) of Building Use: July 11th-13th 2019

Time(s) of Building Use: 7am-5pm Time(s) of Activity: TBD

Group or Organization Using Building: NCDT

### 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 Dance Camp With Precision Camps

### 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  Either the MAC main gym floor or the Dalton gym

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) YES 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

*APC*

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

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