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: 8/22/2019   **Date(s) of Building Use:** ~~10/31/2019~~ Tues, 10/29/18

Time(s) of Building Use: _____400-800_____   **Time(s) of Activity:** _____430-730_____

Group or Organization Using Building: NCHS STUDENT CLUBS

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

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)_X__ (Provided)____ at this activity? Yes No	

General Equipment needed:

Microphone(s) # _____ Podium   Tables #10-Cafeteria chairs   Chairs # _____ DVD Player TV

Projector   We would use the commons area / Cafeteria and school store. We will sell hot dogs in the school store. The commons will be used to set up various halloween booths by clubs. Each club is responsible for setup and tear down of their booth. If anything extra is needed by custodial we will give ample notification. Currently the only items needed are 10 Cafeteria tables down to the west of the school store so parents and children can sit and eat if they get food.