

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: 9/3/2021 Date(s) of Building Use: ~~10/28/2021~~ Tuesday, Oct 26
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:

Deca Halloween Carnival

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, School Store

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.

Kristy William S