

Elementary Track Day  
**NATRONA COUNTY HIGH SCHOOL** Setup  
**BUILDING USE REQUEST FORM**

**Outside Groups:** Please check in at the office upon your arrival (during school hours)

Date of Request: 1/31/19 Date(s) of Building Use: - See calendar -

Time(s) of Building Use: same Time(s) of Activity: 7:00-2:30

Group or Organization Using Building: Elementary School Track Day

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 Track Day

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 X\_\_\_ Classroom(s) / / \_\_\_  
 Other Track Only

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 X

Will food or beverages be: (Sold)\_\_\_ (Provided) ? at this activity? Yes\_\_\_ No →

General Equipment needed:

Microphone(s) # X Podium\_\_\_ Tables # 1 Chairs # 4 DVD Player\_\_\_ TV\_\_\_ Projector\_\_\_  
 Screen\_\_\_ Projector\_\_\_  
(nurse's station)  
IF Booster club can provide for concessions

Is special lighting and sound necessary for this function? Yes\_\_\_ No X

List person(s) who will be in charge of this activity: Jim Garbutt

Ok per BH

253-1100

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

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