

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: 11/9 Date(s) of Building Use: 12/2 Tuesday Evening
Time(s) of Building Use: 6-8:15 Time(s) of Activity: same
Group or Organization Using Building: Football Awards
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 AWARDS

Requested Area(s):

Cafeteria (East) (West) AuditoriumXXX ~~Foyer outside Auditorium.~~ We plan to do Soph's first and then
Jr's/Seniors. We thought about serving RootBeer Floats. **- IF FOOD OR DRINK IS SERVED IT WILL BE IN THE COMMONS.**
Main Gym Auxiliary Gym Wrestling Room Weight Room Fitness Center

Does Facility need to be opened? Yes No Time YES 5:45 pm AM-PM
Does Facility need to be locked after use? Yes No Time YES 8:30 pm AM-PM
Is this function open to the Public? Yes No YES
Will Admission be charged? Yes NoXX Amount \$ _____
How many people will be in attendance? Less than 50 Less than 100 More than 100 2
groups of 100-150

Will food or beverages be: (Sold) YesXXX (Provided) No at this activity?

General Equipment needed:

Microphone(s) # XX Podium XX Tables # 1 Chairs # _____ DVD Player TV Projector
Screen Projector

Is special lighting and sound necessary for this function? Yes NoXX

List person(s) who will be in charge of this activity: Steve Harshman
262-8075

Approval

Date

Denial

Date