

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: 10/3 Date(s) of Building Use: Nov. 22 + 23

Time(s) of Building Use: 11/22 Setup 4-9 Time(s) of Activity: 11/23 7-12

Group or Organization Using Building: NC Cheer (Football Ball)

Reason for Building Use:

Meeting(s)___ Banquet___ Dance X 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 Commons

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) X at this activity? Yes X 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 X No___

List person(s) who will be in charge of this activity: Christina Baker

Address___ City___ State___ Zip___ Telephone Number___

Approval___ Date___ Denial___ Date___