

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: 11-5 Date(s) of Building Use 11-18 Monday
Time(s) of Building Use: 6-7 CAFETERIA 7-9 AUDITORIUM 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 CATERED DINNER AND AWARDS

Requested Area(s):

Cafeteria (East) (West) AuditoriumXX 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 CAFETERIA/AUDITORIUM

Does Facility need to be opened? Yes No Time 6PM AM-PM
Does Facility need to be locked after use? Yes No Time YES 9PM AM-PM
Is this function open to the Public? Yes No YES PARENTS
Will Admission be charged? Yes No Amount \$ NO
How many people will be in attendance? Less than 50 Less than 100 More than 100 XXX
Will food or beverages be: (Sold) (Provided) XX at this activity? Yes No

General Equipment needed:

Microphone(s) # XX Podium XXX Tables # 2 Chairs # — DVD Player TV Projector
Screen — Projector

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

List person(s) who will be in charge of this activity: STEVE HARSHMAN

Address City State Zip Telephone Number
Steve Harshman

All Cafeteria tables out for seating/ eating & a rack of long tables to serve food please!!

In Auditorium