

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: 12/5/19 Date(s) of Building Use: 1/23/2020

Time(s) of Building Use: All Day Time(s) of Activity: 6pm-8/9pm

Group or Organization Using Building: Casper FFA

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 Regional Speech Contest

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 _____

Does Facility need to be opened? Yes No Time 3 AM-PM

Does Facility need to be locked after use? Yes No Time locked but open doors so we can
just shut them after? AM-PM

Is this function open to the Public? Yes No (Parents)

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)___ (Provided)___ at this activity? Yes___ 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___ No just all on please!

List person(s) who will be in charge of this activity: Megan Barton