

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: 10/13/20 Date(s) of Building Use: 2nd Tuesday each month
Time(s) of Building Use: 6pm Time(s) of Activity: 6:00-7:30

Group or Organization Using Building: 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 _____

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) 1062
Other _____

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~~ X 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 _____
List person(s) who will be in charge of this activity: _____

Megan Barton
Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____