

Friday, May 24<sup>th</sup>

# 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: 1/3/19 Date(s) of Building Use: Friday May 24 2019

Time(s) of Building Use: 5-9 Time(s) of Activity: 7-9

Group or Organization Using Building: 21st Annual Film Festival

### 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 Film Festival

### Requested Area(s):

Cafeteria (East)\_\_\_ (West)\_\_\_ Auditorium X 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 6:30 AM-PM 8

Does Facility need to be locked after use? Yes No Time 9:30 AM-PM 8

Is this function open to the Public? Yes No

Will Admission be charged? Yes No Amount \$ 5.00

How many people will be in attendance? Less than 50\_\_\_ Less than 100\_\_\_ More than 100 X

Will food or beverages be: (Sold)\_\_\_ (Provided)\_\_\_ at this activity? Yes\_\_\_ No X

### General Equipment needed:

Microphone(s) # X Podium\_\_\_ Tables #\_\_\_ Chairs #\_\_\_ blu-ray player DVD Player\_\_\_ TV\_\_\_ Projector X  
Screen X Projector X

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

List person(s) who will be in charge of this activity: Laine Medzey Bryce Ledbetter

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_