

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: _____ **Date(s) of Building Use:** _____
Time(s) of Building Use: May 21 - May 24th **Time(s) of Activity:** 2:00 Pm - 3:15 Pm
or Monday, May 20 - Thurs, May 23rd

Group or Organization Using Building: _____

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- Our HIGH School Financial Literacy Students will be working with Elementary Students from Park Elementary and teaching them about Financial Literacy in groups. It is part of our Civic Responsibility Unit and Project FinLit that we do every year.

Requested Area(s):

- Cafeteria (East) (West) We would like to use the commons for this. 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)

39 elementary students + 2 FinLit classes

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

General Equipment needed:

- Microphone(s) # _____ Podium Tables # 8 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: Kristy William, Heather Beebout, Kayla Kennedy

OK BH