

# 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: 12-3-18 Date(s) of Building Use: 12-13-18 Thursday  
 Time(s) of Building Use: 5:00 - 6:30 Time(s) of Activity: 5:30

Group or Organization Using Building: Cork Basketball

**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 Team Dinner

**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 Commons Area

Does Facility need to be opened?  Yes No Time 5:00 AM-PM

Does Facility need to be locked after use?  Yes No Time 7:00 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 # 6 Chairs # 50 Cafeteria Seating 15  
 Screen \_\_\_ Projector \_\_\_ fine

Is special lighting and sound necessary for this function? Yes \_\_\_ No  a couple long

List person(s) who will be in charge of this activity: Briana Costello tables to  
sweet food

797-7437

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

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