

Custodial out after 3:30 6BB will clean up + make sure everything is locked

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: 12/20/18 Thursday
Time(s) of Building Use: 12:00 - 6:00 Time(s) of Activity: 1:00, 2:00, 3:30

Group or Organization Using Building: Girls 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 Basketball pictures + Alumni Game

Requested Area(s):

Cafeteria (East)___ (West)___ Auditorium___ Band Room___ Library___ Staff Center___
Main Gym X 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 12:30 AM-PM

Does Facility need to be locked after use? Yes No Time 6:00 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 X More than 100___

Will food or beverages be: (Sold)___ (Provided)___ at this activity? Yes___ No X

General Equipment needed:

Microphone(s) # ___ Podium___ Tables # ___ Chairs # ___ DVD Player___ TV___ Projector___
Screen___ Projector___ Basketball - Set up main gym.

Is special lighting and sound necessary for this function? Yes___ No X

List person(s) who will be in charge of this activity: Brian Costello Jessica Bratten

Address _____ City _____ State _____ Zip _____ Telephone Number 307-797-7437

Approval _____ Date _____ Denial _____ Date _____