

# 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: 12/7/20 Date(s) of Building Use: 12/8/20 Tuesday

Time(s) of Building Use: 6:00 - 7:15 Time(s) of Activity: 6:15 - 6:55

Group or Organization Using Building: Girls BB

### 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) / /  
Other \_\_\_\_\_

Does Facility need to be opened?  Yes No Time 6:00 AM  PM

Does Facility need to be locked after use?  Yes No Time 7:15 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 # 3 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: Brian Cardello

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

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