

Wednesday - Jan 5<sup>th</sup> Feb 2<sup>nd</sup> March 2<sup>nd</sup>  
Jan 12<sup>th</sup> Feb 16<sup>th</sup>  
Jan 19<sup>th</sup> Feb 23<sup>rd</sup> March 9<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: 1/2/22 Date(s) of Building Use: Wednesdays (see above)

Time(s) of Building Use: 5:00 Setup Time(s) of Activity: 5:30 - 6:30

Group or Organization Using Building: Cowls BB

Reason for Building Use:

Team Dinner  
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):

Commons  
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\_\_\_ 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 #\_\_\_ 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: 3 long tables for sewing, Cafeteria tables to eat.

Address\_\_\_ City\_\_\_ State\_\_\_ Zip\_\_\_ B Costello 797-7437 Telephone Number\_\_\_

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