

# 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: 2/22/22 Date(s) of Building Use: Tuesday, March 1<sup>st</sup>  
Time(s) of Building Use: same Time(s) of Activity: 6:30 pm

Group or Organization Using Building: Guls Soccer

Reason for Building Use: Pre-season meeting  
☒ 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 ☒ Waterfall stairs for seating

List person(s) who will be in charge of this activity: Mike Samuels

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number 307-620-0039

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