

# 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: 11/12/19 Date(s) of Building Use: Thursday, Nov 21<sup>st</sup>  
Time(s) of Building Use: Same Time(s) of Activity: 5:00-6:30 pm

Group or Organization Using Building:

Girls Swim

Reason for Building Use:

Awards

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 X Less than 100 ☐ More than 100 ☐

Will food or beverages be:

(Sold) ☐ (Provided) X at this activity?

Yes X No ☐

General Equipment needed:

Microphone(s) # X Podium X Tables # ☐ Chairs # ☐ DVD Player ☐ TV ☐ Projector ☐  
Screen X Projector X

Is special lighting and sound necessary for this function?

Yes ☐ No ☐

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

Jessica Snell

Address ☐ City ☐ State ☐ Zip ☐ Telephone Number ☐

Approval ☐ Date ☐ Denial ☐ Date ☐