

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: 9/17/18 Date(s) of Building Use: Thurs Sept 20th Time(s) of Building Use: _____ Time(s) of Activity: All Day 8:00
3:30

Group or Organization Using Building: Student Council

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: Homecoming Voting

Requested Area(s): Mezzanine

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: _____
Four tables + 8 chairs

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____