

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: 12/8/2021 Date(s) of Building Use: Tuesday, January 4th

Time(s) of Building Use: 6:00 to 9:00 pm Time(s) of Activity: 7:00 to 8:45

Group or Organization Using Building: International Baccalaureate

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 IB Induction and Celebration

Requested Area(s):

Cafeteria (East)X___ (West)X___ 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 PM

Does Facility need to be locked after use? Yes No Time 9:00 AM-PM 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 X

Will food or beverages be: (Sold)___ (Provided) X at this activity? Yes X No___

General Equipment needed:

Microphone(s) # 1 Podium X Tables # 2 Chairs # 120 DVD Player___ TV___ Projector___
Screen X Projector___

Is ~~special lighting~~ and sound necessary for this function? Yes X No___

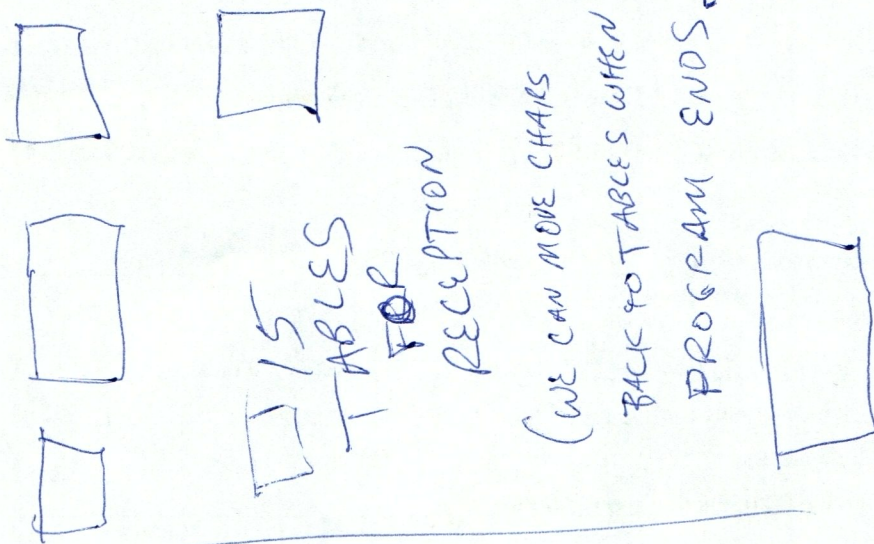
List person(s) who will be in charge of this activity: MARVIN BIRZER BRANDI RAMAGE
620-960-5385 406-671-8521

Address City State Zip Telephone Number

Approval Date Denial Date

N

Rows
of
CHAIRS



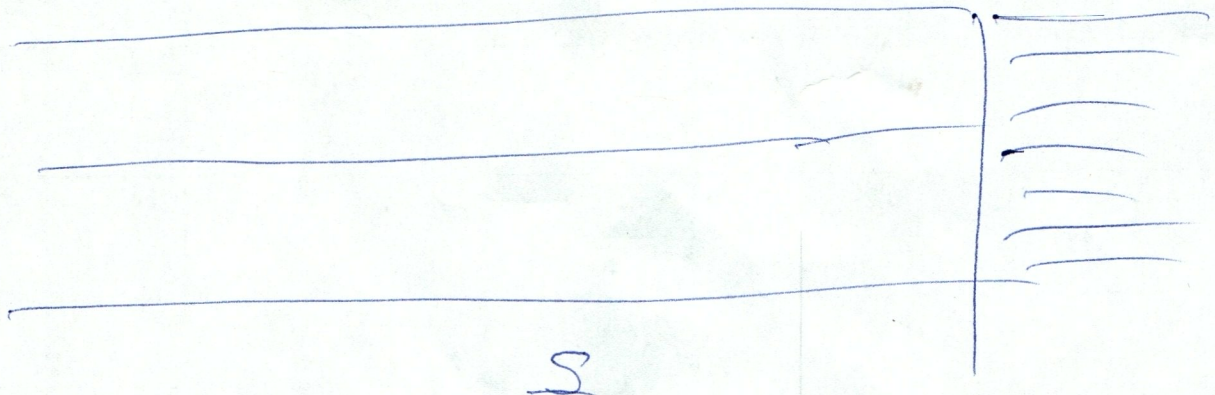
15
TABLES
FOR
RECEPTION

(WE CAN MOVE CHAIRS
BACK TO TABLES WHEN
PROGRAM ENDS)

SERVING CAFE + PUNCH
TABLES FOR

TABLE

SCREEN



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