

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: 1-17-19 Date(s) of Building Use: 2-6-19 Wed

Time(s) of Building Use: _____ Time(s) of Activity: During early (1st) Mustang Connection 11:am-12noon

Group or Organization Using Building: NCHS Science Teachers

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 Small presentation for group of kids

Requested Area(s):

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: Jenny Edwards, Jeneen Hill
Steph Jensen