

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: 11/18/21 Date(s) of Building Use: Tuesday, Dec. 7th
Time(s) of Building Use: same Time(s) of Activity: 5:30-6:30

Group or Organization Using Building: Boys + girls Track

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 _____

Requested Area(s):
PE Classroom
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) / PE /
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 _____ opened - no divider please
List person(s) who will be in charge of this activity: _____

Jordan Washington

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____