

# 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: 11/17/00 Date(s) of Building Use: Monday, Dec 7<sup>th</sup>  
Time(s) of Building Use: 7:00 pm Time(s) of Activity: 7:00 pm

Group or Organization Using Building: Last Blast Parent Group

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):

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 senior parents

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: Room as is  
Chairs for seating

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number Dani Anderson

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date 259-3895