

# 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: 8/30/18 Date(s) of Building Use: Thurs Wed of each month

Time(s) of Building Use: \_\_\_\_\_ Time(s) of Activity: 11:30-2:00

Group or Organization Using Building: Wyoming Army National Guard

### 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: Info Table

### Requested Area(s):

Cafeteria (East) \_\_\_\_\_ (West) \_\_\_\_\_ Auditorium Commons 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: \_\_\_\_\_

Carter Davis  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_  
258-8187 One table set up outside of Mustang Market to display National Guard info please

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_