

NATRONA COUNTY HIGH SCHOOL

BUILDING USE REQUEST FORM

Outside Groups: Please check in at the office upon your arrival (during school hours)

of Request: April 5 Date(s) of Building Use: May 24 (Friday)
(s) of Building Use: 8-12 Time(s) of Activity: 8-12

Group or Organization Using Building: NCTV (Film Festival)

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 Film Festival

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 Auditorium

Does Facility need to be opened? Yes No Time 8 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: Madzzy

Address _____ City _____ State _____ Zip _____ Telephone _____

Approval _____ Date _____ Denial _____