

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: 9/27/19 Date(s) of Building Use: Sep 28th, Oct 1, 6, 8

Time(s) of Building Use: Sundays - 2:45pm - 5pm Time(s) of Activity: MC - Wed Oct 2nd thru
Tuesdays - 6 - 7:30am MC rest of days Thursday Oct 10th -

Group or Organization Using Building: Student Council / Football 11:20-11:45

Reason for Building Use:
Meeting(s) ___ Banquet ___ Dance ___ Practice(s) X Game(s) ___ Music Production ___ 3:00
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 X Auxiliary Gym ___ Wrestling Room ___ Weight Room ___ Fitness Center ___
Locker Room(s) X Gym Lobby ___ Pool ___ Stadium ___ Track ___ Classroom(s) / /
Other _____

Does Facility need to be opened? Yes No Time Someone to let them in main AM-PM gym
Does Facility need to be locked after use? Yes No Time 5 AM-PM Sundays
Is this function open to the Public? Yes No
Will Admission be charged? Yes No Amount \$ Could be
How many people will be in attendance? Less than 50 X Less than 100 ___ More than 100 ___
Will food or beverages be: (Sold) ___ (Provided) ___ at this activity? Yes ___ No X
General Equipment needed:

Microphone(s) # ___ Podium ___ Tables # ___ Chairs # ___ DVD Player ___ TV ___ Projector ___
Screen ___ Projector ___

Special lighting and sound necessary for this function? Yes ___ No X
Person(s) who will be in charge of this activity: _____

Address _____
City _____ State _____ Zip _____ Telephone Number _____

Date _____ Denial _____ Date _____