

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: 2/28/22 Date(s) of Building Use: 4/12/22
Time(s) of Building Use: 6:00 - 8:30 pm Time(s) of Activity: 7:00 - 8:00pm

Group or Organization Using Building: National Honor Society

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 Induction Ceremony

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) 1 1
Other Commons Area including waterfall stairs

Does Facility need to be opened? Yes No Time 6 pm AM-PM PM

Does Facility need to be locked after use? Yes No Time 8:30pm AM-PM 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 X

Will food or beverages be: (Sold)___ (Provided) X at this activity? Yes X No___

General Equipment needed:

Microphone(s) # 1 Podium 1 Tables # 4 Chairs # 50 DVD Player___ TV___ Projector Cookies + Juice
Screen___ Projector___

Is special lighting and sound necessary for this function? Yes___ No X

List person(s) who will be in charge of this activity: Debra White Ashley Howell

NCHS Address City State Zip Telephone Number 259 - 5428 cell
247 - 3890 cell

Approval

Date

Denial

Date

Please see attached diagram for setup

National Variety Inducta Setup

