

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: 3/9/21 Date(s) of Building Use: 4/15/21 Thurs
Time(s) of Building Use: 6:00 pm - 8:30 pm Time(s) of Activity: 7:00 - 8:00 pm

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) / /
Other Commons Area including Waterfall stairs

Does Facility need to be opened?

☒ Yes ☐ No Time 6 pm AM-PM ☒

Does Facility need to be locked after use?

☒ Yes ☐ No Time 8:30 pm 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___

Prepackaged cookie

General Equipment needed:

Microphone(s) # 1 Podium 1 Tables # 4 Chairs # 50 DVD Player___ TV___ Projector___

Screen___ Projector___

See attachment for setup pls

Is special lighting and sound necessary for this function?

Yes___ No ☒

List person(s) who will be in charge of this activity:

Debra White Ashlie Howell

NCHS 259-5428 cell
Address City State Zip Telephone Number

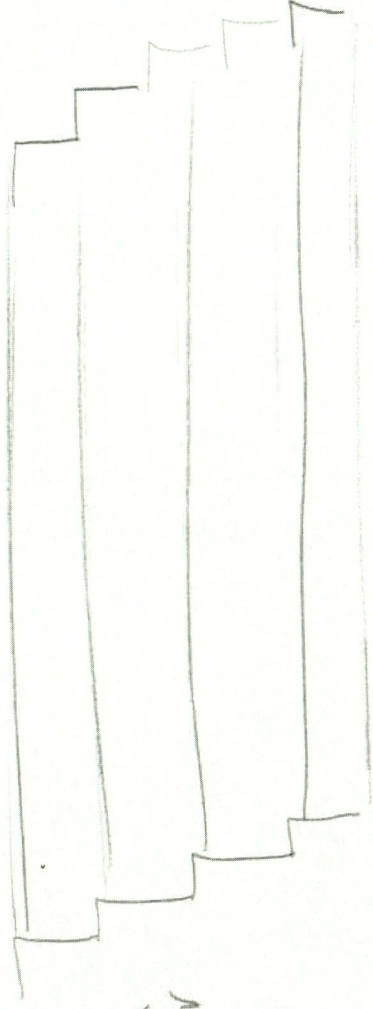
Approval

Date

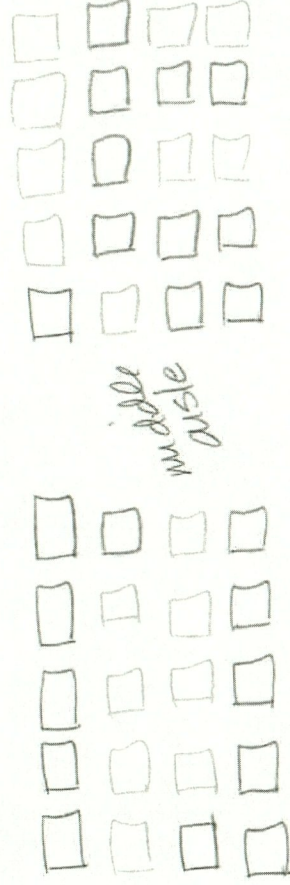
Denial

Date

National Honor Society Induction Setup



stairs for seating

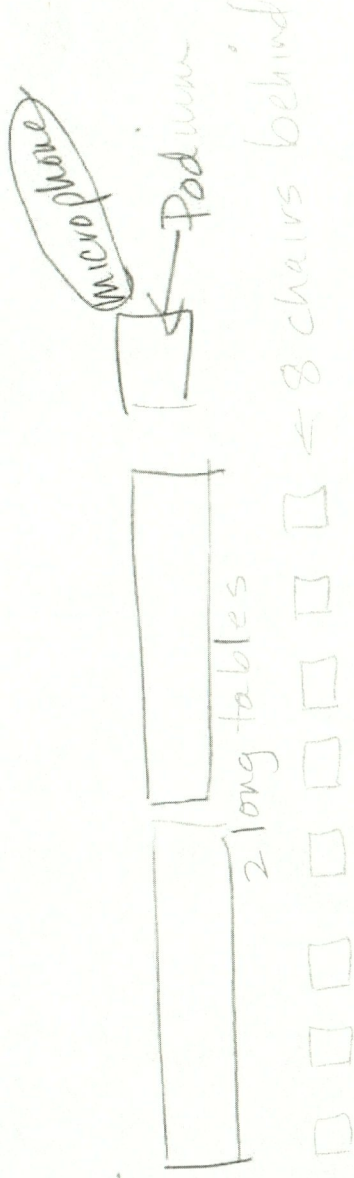


Chairs facing north →

4 or 5 rows

about 8ft

tables by the side wall past the audience office for after ceremony



2 long tables