

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: 11/16/18 Date(s) of Building Use: Dec 7

Time(s) of Building Use: 5:00PM - 8:00PM Time(s) of Activity: 5:00PM - 8:00PM

Group or Organization Using Building: Nordic Ski

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 _____

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

Does Facility need to be opened? Yes No

Time 5:00PM AM- PM

Does Facility need to be locked after use? Yes No

Time 8:00 AM- PM

Is this function open to the Public? Yes No

Will Admission be charged? Yes No

Amount \$ \$10

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) # 1 Podium 1 Tables # 200 ^{enough for} Chairs # 200 ^{enough for} 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: Justin Kinner 200 please

Address _____ City _____ State _____ Zip _____ Telephone Number (307) 259-2251

Approval _____ Date _____ Denial _____ Date OK BHK