

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: 1/3/22 Date(s) of Building Use: 1/7/22 Friday
Time(s) of Building Use: 5:00 pm- 8:00pm Time(s) of Activity: 6:00pm-8:00pm

Group or Organization Using Building: NCHS Nordic Ski Team

Reason for Building Use:

Meeting(s) Banquet X 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) _____ / _____ / _____
Other Commons

Does Facility need to be opened? Yes No Time 5:00 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 X

Will food or beverages be: (Sold) X (Provided) _____ at this activity? Yes X No

General Equipment needed: Enough tables and chairs for approximately 200 people

Microphone(s) # X Podium X Tables # X Chairs # X DVD Player _____ TV _____ Projector _____
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: Justin Kinner

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

Approval _____ Date _____ Denial _____ Date _____