

Please approve  
(or not) Have done for the  
past few years.

# 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: 10/22/2018 Date(s) of Building Use: Nov. 29, 2018

Time(s) of Building Use: 5:00 - 8:00 Time(s) of Activity: 5:30 - 8:30

Group or Organization Using Building: Park School

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 Chili Bingo

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 \_\_\_\_\_

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 \$ \_\_\_\_\_

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) # ☒ Podium ☒ Tables # 5 <sup>(Food Service)</sup> <sup>Bingo Prizes</sup> Chairs # \_\_\_\_\_ 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: Heather Butler Bre Jay

751 Goodstein Casper WY 82401 307 262 4097  
Address City State Zip Telephone Number

Approval

Approved -  
BH

Denial

Date