

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: 10/7/19 Date(s) of Building Use: Tuesday, November 19th
Time(s) of Building Use: 5:00 - 9:00 Time(s) of Activity: 5:30 - 8:30

Group or Organization Using Building:

Reason for Building Use:

Park Elementary School
Chili Bongo
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):

Commons, Stairs are a
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 ___ AM-PM

Does Facility need to be locked after use? ☒ Yes ☐ No Time ___ 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 # ___ Chairs # ___ DVD Player ___ TV ___ Projector ___
Screen ___ Projector ___

Is special lighting and sound necessary for this function? Yes ___ No ☒ for seating

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

Address ___ City ___ State ___ Zip ___ Telephone Number ___

Approval

Date

Denial

Date

262.4097

Heather Butler