

Text @ beginning

# 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: \_\_\_\_\_ Date(s) of Building Use: ~~2:00?~~ Friday, May 24<sup>th</sup>  
Time(s) of Building Use: \_\_\_\_\_ Time(s) of Activity: 2:00 - 3:30?

Group or Organization Using Building: Activities Office

Reason for Building Use: - Pride In Excellence Assembly

- 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) / /
- 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 X all south bleachers please

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

### General Equipment needed:

Microphone(s) # X Podium X Tables # 2 Chairs # 10 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: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number B Honken

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_