

# 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: 6 September, 2018 Date(s) of Building Use: 20 September, 2018  
Time(s) of Building Use: 4:00 pm Time(s) of Activity: 4:00 pm

Group or Organization Using Building: JROTC

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 ROTC Classroom

Does Facility need to be opened?  Yes  No Time 4:00 pm AM-PM

Does Facility need to be locked after use?  Yes  No Time 8:00 pm 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 # 18 Chairs # 100 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: LTC Schmoeker

980 S Elm St, Casper, Wyo, 82601 3-1556  
Address City State Zip Telephone Number

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