

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: 7 January 2019 Date(s) of Building Use: 24 January, 2019

Time(s) of Building Use: 6:00pm to 8:00pm Time(s) of Activity: 6:00pm to 8:00pm

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) / / /
Other JROTC Classroom

Does Facility need to be opened? Yes No Time 5:30 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 # _____ 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: LTC Schmitzer 1sg Riggs

930 S. Elm St. Casper Wyo 82604 3-1557
Address City State Zip Telephone Number

Approval _____ Date _____ Denial _____ Date _____