

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: 10-28-21 Date(s) of Building Use: 12-7-21

Time(s) of Building Use: 4:00pm-9:00pm Time(s) of Activity: 4:00pm-9:00pm

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 Party, Christmas

Requested Area(s): Commons

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 9:00pm 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 # 8 Chairs # ___ DVD Player ___ TV ___ Projector ___

Screen ___ Projector ___ 10ng

Cafeteria tables for seating

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

List person(s) who will be in charge of this activity: ISG Riggs LTC Schmotzer

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____