

Pulton PB

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: 8/11/18 Date(s) of Building Use: Tuesday, Aug 14th
Time(s) of Building Use: 5:00 Time(s) of Activity: 5:30 -

Group or Organization Using Building: Activities, Booster Club

Reason for Building Use: Fall safety meeting
 Meeting(s) Banquet Dance Practice(s) Game(s) Music Production
 Theatre Production Fundraising Activity Voting Poll Registration
 Rehearsal(s) Reunion Training/Prof. Dev

Requested Area(s): Commons to eat followed by presentation in Auditorium
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 Aud. Foyer - ~~the~~ Three tables for paperwork

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 _____
Booster club will provide dinner

Is special lighting and sound necessary for this function? Yes No
List person(s) who will be in charge of this activity: _____
Three long tables for serving.
Possibly use concessions stand.

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial _____ Date _____
Dustin Crapel
Bryan Honken