

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: 10/10/18 **Date(s) of Building Use:** Every Tuesday

Time(s) of Building Use: 3:24pm - 4:30pm **Time(s) of Activity:** 3:24pm-4:30pm

Group or Organization Using Building: NCHS Faculty and Students

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 Science Club

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) Rm 1133
 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___

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: Dustin Arellano, Jenny Edwards and Matt Neely

 Address City State Zip Telephone Number

 Approval Date Denial Date