

# 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: 3/18/19 Date(s) of Building Use: Wednesday, March 20

Time(s) of Building Use: 6:00-7:00 PM Time(s) of Activity: 6:00-7:00 PM

Group or Organization Using Building: Soccer Officials

### 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)  /PE Classroom   
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: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

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

Room as  
IS  
Roger Brown  
259-3981