

# 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: 12/18/19 Date(s) of Building Use: Jan. 29<sup>th</sup> / Jan. 31<sup>st</sup>

Time(s) of Building Use: 5:30 - 9:00 Time(s) of Activity: 5:30 - 6:30 - 7:30 p.m.

Group or Organization Using Building: Library - Mustang Classic Judge Training

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 X Judges for the Speech + Debate Meeting  
Other \_\_\_\_\_

Requested Area(s):

Library  
Cafeteria (East) \_\_\_ (West) \_\_\_ Auditorium \_\_\_ Band Room \_\_\_ Library X 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 5:30 AM-PM PM

Does Facility need to be locked after use? Yes No Time 9:00 AM-PM PM

Is this function open to the Public? Yes No

Will Admission be charged? Yes No Amount \$ N/A

How many people will be in attendance? Less than 50 \_\_\_ Less than 100 X More than 100 \_\_\_

Will food or beverages be: (Sold) \_\_\_ (Provided) \_\_\_ at this activity? Yes \_\_\_ No X

General Equipment needed:

Microphone(s) # \_\_\_ Podium None Tables # \_\_\_ Chairs # \_\_\_ DVD Player \_\_\_ TV \_\_\_ Projector \_\_\_  
Screen \_\_\_ Projector \_\_\_

Is special lighting and sound necessary for this function? Yes \_\_\_ No X

List person(s) who will be in charge of this activity: Mary Hoard

Thursday Night - 307-259-8745

We will set-up for the Mustang Classic on the

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

Approval \_\_\_\_\_

Date \_\_\_\_\_

Denial \_\_\_\_\_

Date \_\_\_\_\_