

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: 5/18/21 Date(s) of Building Use: 6/10/21 Thursday

Time(s) of Building Use: 1:45-3:24 Time(s) of Activity: 1:55-3:24

Group or Organization Using Building: Student Council

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 Movie Movie

Requested Area(s):

Cafeteria (East)___ (West)___ Auditorium X Band Room___ Library___ Staff Center___

Main Gym X 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___ AM-PM

Is this function open to the Public? Yes No Seniors

Will Admission be charged? Yes No Amount \$___

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

Will food or beverages be: (Sold)___ (Provided)___ at this activity? Yes___ No X

General Equipment needed:

Microphone(s) #___ Podium___ Tables #___ Chairs #___ DVD Player X TV___ Projector X

Screen X Projector X

Is special lighting and sound necessary for this function? Yes X No___

List person(s) who will be in charge of this activity: Daniel R. MSTK Lashie O'Leary Monica Stevens-Kopp

Address___ City___ State___ Zip___ Telephone Number___

Approval___ Date___ Denial___ Date___