

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: 4/26/19 Date(s) of Building Use: Thursday, May 23rd

Time(s) of Building Use: _____ Time(s) of Activity: 5:00 Gals
6:00 Boys

Group or Organization Using Building: Track Awards Banquet

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): Commons
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 _____

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 X

General Equipment needed:
Microphone(s) # X Podium X 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: _____ Cafeteria tables for seating

Address _____ City _____ State _____ Zip _____ Telephone Number R Brown / B Jurgensen

Approval _____ Date _____ Denial _____ Date _____