

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: 9/4/2019

Date(s) of Building Use: 1st and 3rd Wednesdays of

every month

Time(s) of Building Use: 11:15 a.m. – 2:15 p.m.

Time(s) of Activity: 11:45 a.m. – 2:00

p.m.

Group or Organization Using Building: U.S. Army

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 Distribution of Information

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) ☐ / ☐

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 ☒ For students

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 # 1 Chairs # 2 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: U.S. Army Recruiter

