

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: 8-MARCH-2019 Date(s) of Building Use: MAY 1, 2019

Time(s) of Building Use: 12:15-1:15 Time(s) of Activity: 12:45-1:15

Group or Organization Using Building: Counseling - Event is Sponsored by UW

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 UW Signing Day

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 ☐

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: John O'Connor 262-6153

Address ☐ City ☐ State ☐ Zip ☐ Telephone Number ☐

Approval ☐ Date ☐ Denial ☐ Date ☐