

# 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: 11/19/20 Date(s) of Building Use: Thursday Dec 3<sup>rd</sup>  
Time(s) of Building Use: 6:00 setup Time(s) of Activity: 6:30

Group or Organization Using Building: Volleyball

Reason for Building Use:  
Meeting(s)  Banquet  Awards Dance  Practice(s)  Game(s)  Music Production   
Theatre Production  Fundraising Activity  Voting Poll  Registration   
Rehearsal(s)  Reunion  Training/Prof. Dev   
Other \_\_\_\_\_

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 X More than 100 \_\_\_\_\_  
Will food or beverages be: (Sold)  (Provided)  at this activity? Yes  No X

General Equipment needed:  
Microphone(s) # 1 Podium 1 Tables # 1 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: Adnan McNamee

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number 259-5612

Approval \_\_\_\_\_ Date \_\_\_\_\_ Denial \_\_\_\_\_ Date \_\_\_\_\_