

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: 10/7/18

Date(s) of Building Use: Friday Nov 30th

Time(s) of Building Use: _____ Time(s) of Activity: 5:30-7:00

Group or Organization Using Building: Volleyball

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 X More than 100 _____

Will food or beverages be: (Sold) _____ (Provided) _____ at this activity? Yes No _____

General Equipment needed:

Microphone(s) # X Podium X Tables # _____ Chairs # _____ DVD Player _____ TV _____ Projector _____
Screen X Projector X 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 food service seating
Three long tables to serve food

Address _____ City _____ State _____ Zip _____ Telephone Number _____

Approval _____ Date _____ Denial Mike Botken Date _____