

Family night - Out NO Later than 6:30

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: 11/7/19 Date(s) of Building Use: Wed, Nov. 20th
Time(s) of Building Use: 4:30 Setup Time(s) of Activity: 5:00-6:15

Group or Organization Using Building: Volleyball

Reason for Building Use:

Awards
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 X No _____

General Equipment needed:

Microphone(s) # X Podium X Tables # X Chairs # _____ DVD Player _____ TV _____ Projector _____
Screen X Projector X

Is special lighting and sound necessary for this function? Yes _____ No near podium
for food serving / one for awards

List person(s) who will be in charge of this activity: _____

Address _____ City _____ State _____ Zip _____ Telephone Number _____
Cafeteria tables for seating / eating

Approval _____ Date _____ Denial _____ Date _____
Mike Botkin