

# 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: 3/11/19 Date(s) of Building Use: 4/17/19 Wed

Time(s) of Building Use: 8-3:30 pm Time(s) of Activity: SANG

Group or Organization Using Building: HISTORY CLASSES

### 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 VIETNAM VETS

### Requested Area(s):

Cafeteria (East)\_\_\_ (West)\_\_\_ Auditorium\_\_\_ Band Room X 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? BANDROOM Yes No Time 8:00 AM-PM

Does Facility need to be locked after use? Yes No Time 3:30 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 X

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

### General Equipment needed:

Microphone(s) # \_\_\_ Podium\_\_\_ Tables # \_\_\_ Chairs # 100+ 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: JUST PROPP

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_

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

*[Handwritten signature and date]*  
3/17/19