

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: 12/17/2019 Date(s) of Building Use: 1st Thursday of each month starting 2/6/2020

Time(s) of Building Use: 11:30 a.m. – 12:30 p.m. Time(s) of Activity: 11:45 a.m. – 12:30 p.m.

Group or Organization Using Building: Wyoming Air National Guard

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 Distribution of Information

Requested Area(s):

Cafeteria (East) X (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 For students

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 X

General Equipment needed:

Microphone(s) #___ Podium___ Tables # 1 Chairs # 2 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: SSgt. Jon Vallot

217 Dell Range Blvd. Cheyenne, WY 82009 307-757-0400
Address City State Zip Telephone Number

Approval

Date

Denial

Date