

# 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: 1/6/20 Date(s) of Building Use: Jan 30<sup>th</sup> (Thursday)  
Time(s) of Building Use: ~~5:00~~ 4:30 setup Time(s) of Activity: 4:30 - 7:00 pm

Group or Organization Using Building: Wrestling

Reason for Building Use:

Senior Night  
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):

Outside of main gym  
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) 1 1  
Other\_\_\_

Does Facility need to be opened?

Yes No Time Will be open for Dual 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\_\_\_ More than 100\_\_\_

Will food or beverages be:

(Sold)\_\_\_ (Provided)\_\_\_ at this activity? Yes\_\_\_ No\_\_\_

General Equipment needed:

Microphone(s) #\_\_\_ Podium\_\_\_ Tables #\_\_\_ Chairs #\_\_\_ DVD Player\_\_\_ TV\_\_\_ Projector\_\_\_  
Screen\_\_\_ Projector\_\_\_

Is special lighting and sound necessary for this function?

Yes\_\_\_ No\_\_\_

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

3 tables for Senior boards  
Just outside of main gym pl.

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

Approval

Date

Denial

Date

Scott Russell