

Wyoming High School Building Use Form

Date: _____

Name: _____ Phone # (if outside H.S.): _____

Organization: _____ Activity: _____

Day (s) & Date (s) of activity/event: _____

Time needed in the space _____ - _____ Time of event: _____ - _____

Anticipated number of people involved: _____

Area of building needed:

_____ auditorium _____ auditorium lobby
_____ cafeteria (**half** _____ **whole** _____) (_____ refrigerator _____ ovens) _____ cafeteria lobby
_____ media center _____ classroom # _____
_____ other _____

Equipment needed: Either check or fill in number needed.

Tables: (6ft.) # _____ (8ft.) # _____ Chairs: # _____

Large trash cans: # _____ Mops/brooms: _____ VCR/TV # _____

Podium w/mic. _____ Drop Down screen _____

Video projector (VGA connection only/audio) _____

Hand held/lapel/stationary mic. _____ # _____

Stage lighting _____ describe: _____

Stage needs: (Please fill out the attached form for stage placement) _____

***Please return completed form to Christy Gronas in the Main Office.**

Copies to: Tom Wright Kris Back Greg Sites Café Jan Wilking Scott Powers