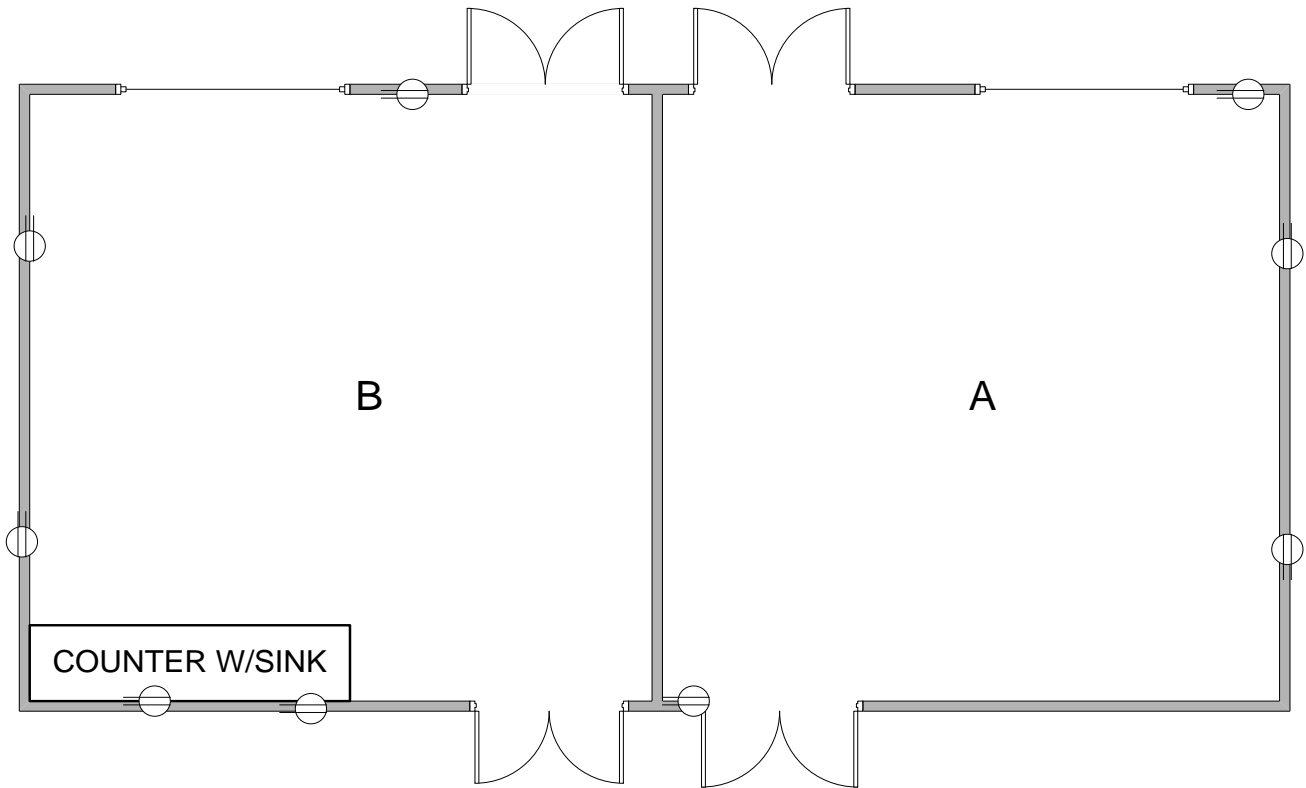


**BELL MULTI-PURPOSE ROOMS - MASTER**  
**A = 24/B = 24 TOTAL PERSON CAPACITY 48**  
**10 6" TABLES 10 CARD TABLES**

Club/Event \_\_\_\_\_

Contact Name \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_ A/V Tech Y\_\_N\_\_ \$30 per hour



⊖ = ELECTRICAL OUTLET

6' Tables \_\_\_\_\_ Card Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Coffee Pots \_\_\_\_\_ Easel \_\_\_\_\_ Screen \_\_\_\_\_

Podium/Mic \_\_\_\_\_ Wireless Mic \_\_\_\_\_ Projector \_\_\_\_\_ Computer Connection Type \_\_\_\_\_

**(RCSC Custodial Crew, please tape all cords down and cover with floor mats/rugs if required)**

Notified: Custodial Staff \_\_\_\_\_ A/V Technician \_\_\_\_\_

Event Contact Person Signature \_\_\_\_\_ Phone \_\_\_\_\_

**BELL MULTI-PURPOSE ROOMS – MEETING SET UP**

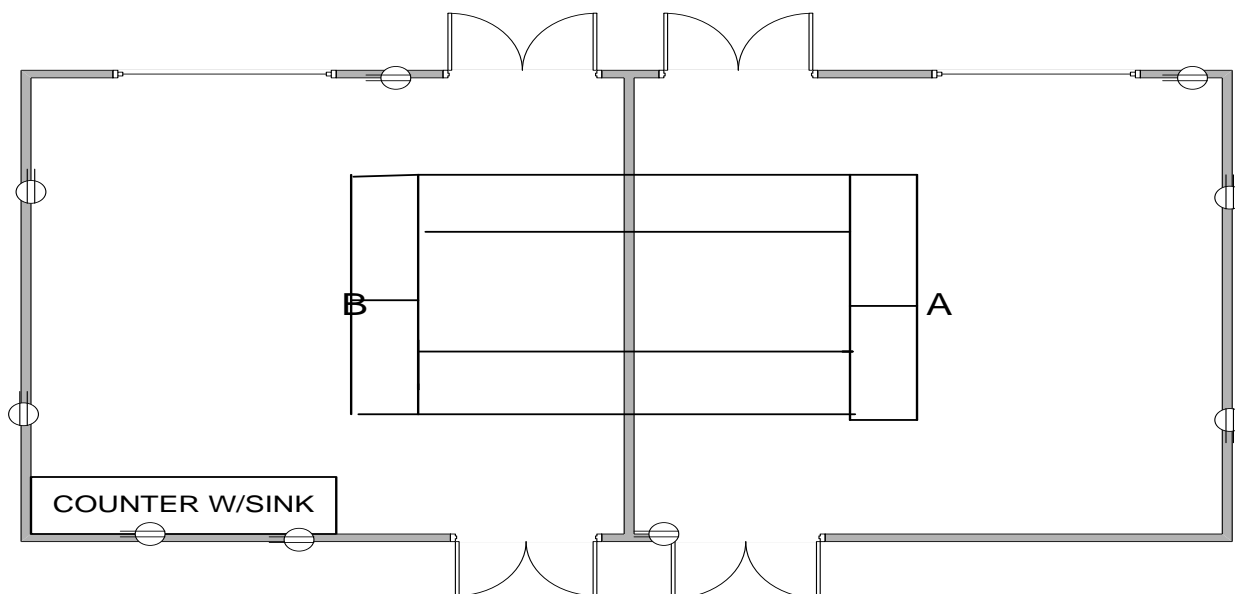
**A = 24/B = 24 TOTAL PERSON CAPACITY 48**

**10 6” TABLES 10 CARD TABLES**

Club/Event \_\_\_\_\_

Contact Name \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_ A/V Tech Y\_\_N\_\_ \$30 per hour



⊖ = ELECTRICAL  
OUTLET

6' Tables 8 Card Tables \_\_\_\_\_ Chairs 32 Coffee Pots \_\_\_\_\_ Easel \_\_\_\_\_ Screen \_\_\_\_\_

Podium/Mic \_\_\_\_\_ Wireless Mic \_\_\_\_\_ Projector \_\_\_\_\_ Computer Connection Type \_\_\_\_\_

**(RCSC Custodial Crew, please tape all cords down and cover with floor mats/rugs if required)**

Notified: Custodial Staff \_\_\_\_\_ A/V Technician \_\_\_\_\_

Event Contact Person Signature \_\_\_\_\_ Phone \_\_\_\_\_

**BELL MULTI-PURPOSE ROOMS – STANDARD SET UP**

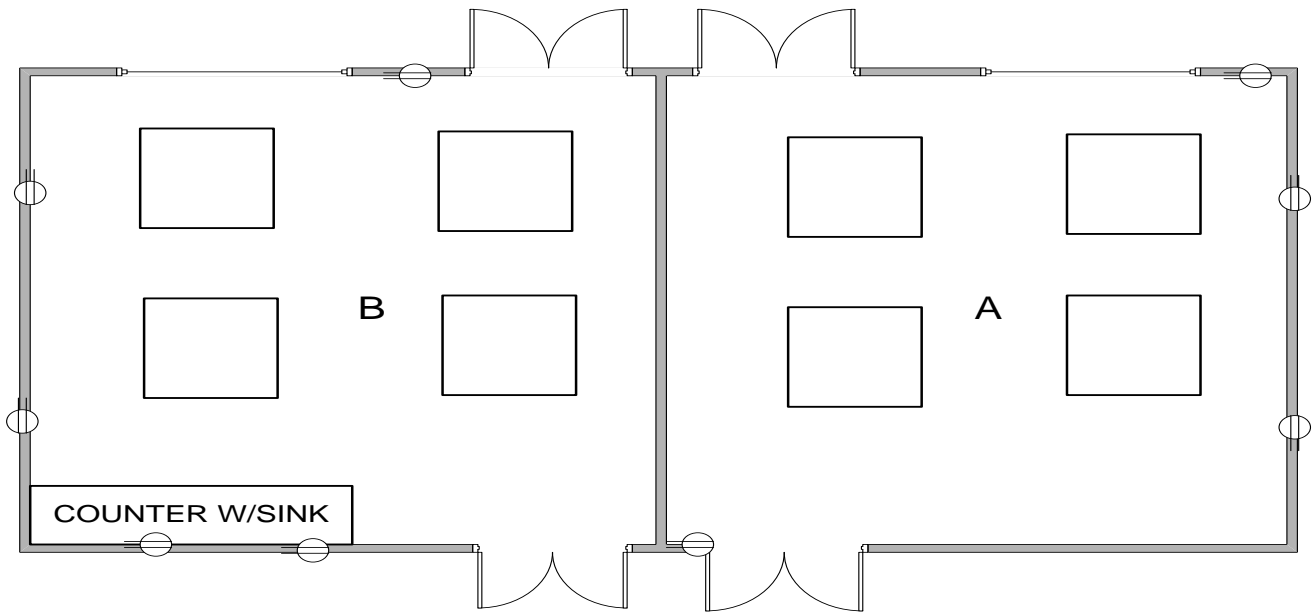
**A = 24/B = 24 TOTAL PERSON CAPACITY 48**

**10 6” TABLES 10 CARD TABLES**

Club/Event \_\_\_\_\_

Contact Name \_\_\_\_\_ RCSC # \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Event Hours \_\_\_\_\_ to \_\_\_\_\_ A/V Tech Y\_\_N\_\_ \$30 per hour



⊖ = ELECTRICAL  
OUTLET

6' Tables \_\_\_\_\_ Card Tables 8 Chairs 32 Coffee Pots \_\_\_\_\_ Easel \_\_\_\_\_ Screen \_\_\_\_\_

Podium/Mic \_\_\_\_\_ Wireless Mic \_\_\_\_\_ Projector \_\_\_\_\_ Computer Connection Type \_\_\_\_\_

**(RCSC Custodial Crew, please tape all cords down and cover with floor mats/rugs if required)**

Notified: Custodial Staff \_\_\_\_\_ A/V Technician \_\_\_\_\_

Event Contact Person Signature \_\_\_\_\_ Phone \_\_\_\_\_