

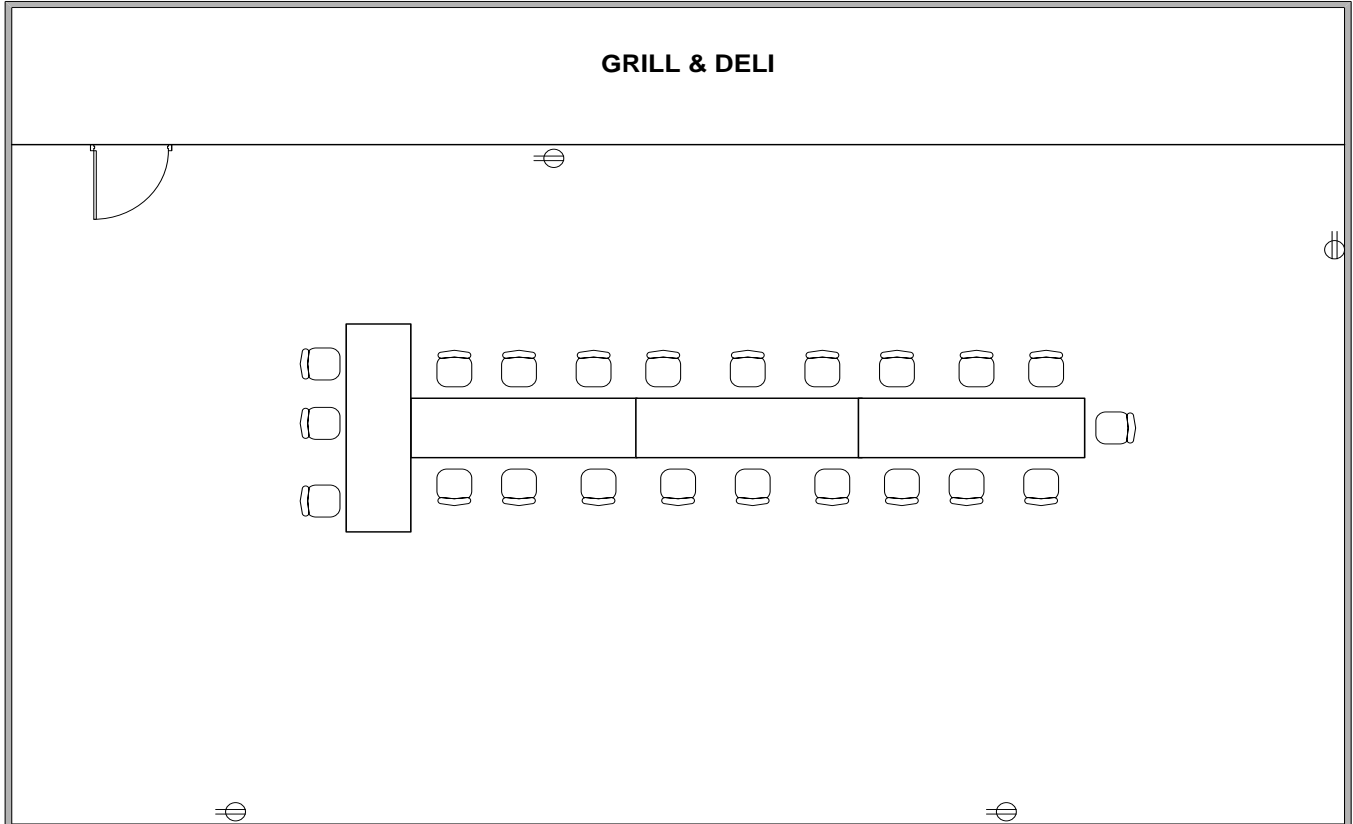
**RIVERVIEW MEETING ROOM  
29 SEAT CAPACITY  
SET UP STAYS AS IS**

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

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

Event Date \_\_\_\_ Event Hours \_\_\_\_ to \_\_\_\_ A/V Tech Y \_\_\_ N \_\_\_ at \$30 per

**GRILL & DELI**



⊖ = ELECTRICAL OUTLET

**SET UP STAYS AS IS**

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 \_\_\_\_

**SET-UP SHEETS REQUIRED 4 WEEKS PRIOR TO YOUR SCHEDULED EVENT!**

Contact Signature \_\_\_\_\_ Phone \_\_\_\_\_