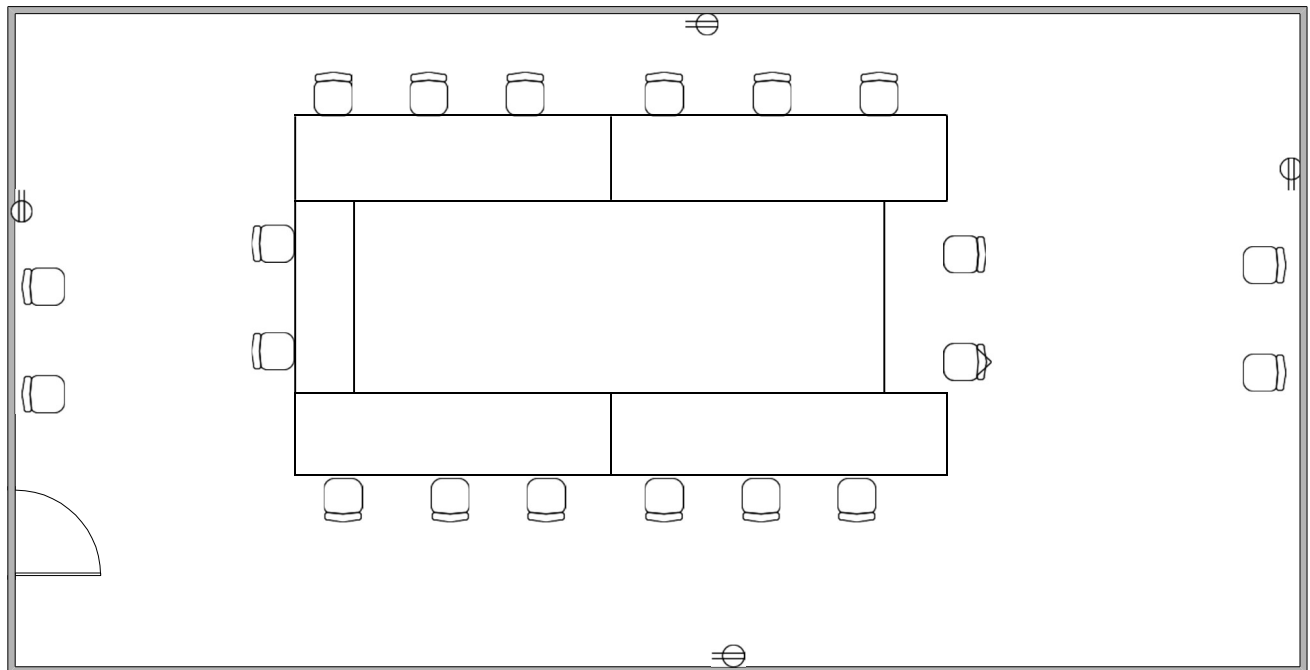


**FAIRWAY RECREATION CENTER MEETING ROOMS (1<sup>ST</sup> FLOOR)  
20 PERSON CAPACITY**

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

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

Event Date \_\_\_\_\_ Event Hours \_\_\_\_ to \_\_\_\_ Audio/Visual Tech Y \_\_\_ N \_\_\_ \$30 per hour



⊖ = ELECTRICAL  
OUTLET

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 Person Signature \_\_\_\_\_ Phone \_\_\_\_\_