



## **RUSD Administrative Service Center Room Set-Up Request**

Please complete the form below if you need set up done for your reservation of ASC Conference Rooms.

**FOR ROOM SET-UP:** Please email Amy Sparkman and the Custodial Department  
**FOR MEDIA EQUIPMENT:** Please contact the Instructional Media Center (IMC)

**Room Requested:** \_\_\_\_\_

Reservations Made By: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Meeting Start Time: \_\_\_\_\_

After hrs 4:30 pm: Unlock Door \_\_\_\_\_ at (time): \_\_\_\_\_  
(indicate door letter)

Meeting End Time: \_\_\_\_\_

Lock Door \_\_\_\_\_ at (time): \_\_\_\_\_

Number Using Room: \_\_\_\_\_

### **Furniture Requirements** - indicate quantity needed:

\_\_\_\_\_ Speaker's Table

\_\_\_\_\_ Speaker's Rostrum

\_\_\_\_\_ Speaker's Chairs

Other (please specify):

### **Media Equipment Requirements:** (forward hard copy of form to Electronics Department)

LCD Projector

Screen (location): \_\_\_\_\_

Other (please specify):

- If you need an easel and/or flip chart, please contact IMC at x7047 or via email.

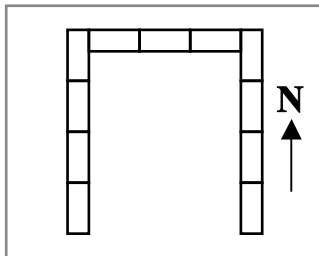
Complete page 2 for specific set-up →

Please check the set-up preferred:

*For each set-up, indicate the number of chairs needed.*

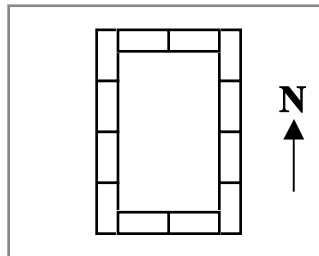
U-Shaped:

\_\_\_\_\_ chairs



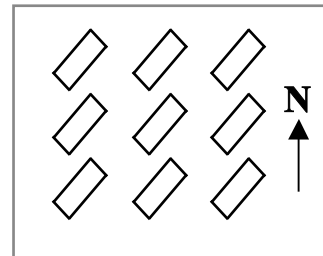
Rectangle:

\_\_\_\_\_ chairs



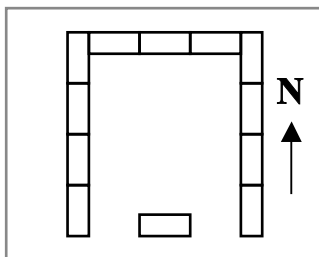
Cluster:

\_\_\_\_\_ chairs



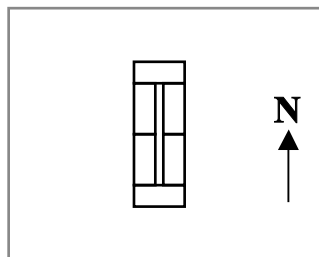
U-Shaped w/center  
table:

\_\_\_\_\_ chairs



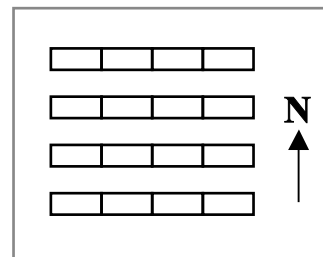
Small Rectangle:

\_\_\_\_\_ chairs



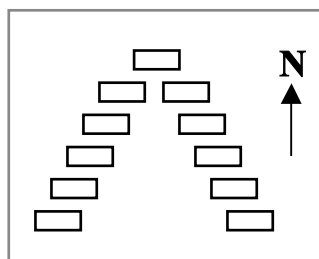
Chairs on one side:

\_\_\_\_\_ chairs



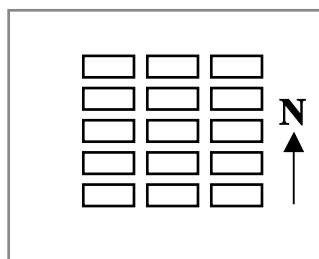
V-Shaped:

\_\_\_\_\_ chairs



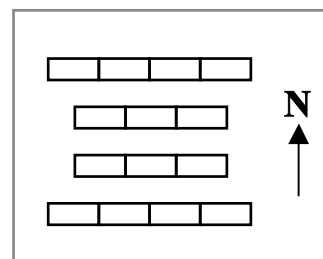
Grid pattern:

\_\_\_\_\_ chairs



Chairs on both sides:

\_\_\_\_\_ chairs



Chairs only in theatre style (several rows with aisle in the middle)

Other (please describe or draw)

### Rooms Available for Meetings

| Building # | Room #  | Conference Room Name | Max Capacity | Location/Comment                |
|------------|---------|----------------------|--------------|---------------------------------|
| 1          | 20      | Franklin Room        | 25           | In Superintendent Suite Area    |
| 1          | 2       | Hansche Room         | 10           | Near Reception Area             |
| 1          | 30      | Lincoln Room         | 12           | Off Main Hall                   |
| 1          | 31      | Mygatts Room         | 75           | Board Room – Large Multi-Use    |
| 1          | 27      | Richards Room        | 10           | Student Services                |
| 1          | 32      | Trautwein            | 20           | Across from Board Room          |
|            |         |                      |              |                                 |
| 2          | 127     | Bartlett Room        | 6-8          | Down the Hall from HR Area      |
| 2          | 132     | Caddy Vista Room     | 2-3          | Near HR Entrance/Reception Area |
| 2          | 114     | Franksville Room     | 8-10         | Human Resources Area            |
| 2          | 148     | Giese Room           | 6            | HR & Payroll                    |
| 2          | 142     | Lakeview Room        | 8            | HR Use Only                     |
| 2          | 131     | Wind Point Room      | 75           | Near HR Entrance/Reception Area |
| 2          | 208/209 | Crestview Room       | 18           | Second Floor in Operations      |