



## Event Services Rental Space Guidelines

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Please review the event confirmation you received for any mistakes or changes that need to be made. Contact the Event Services office at 316-978-3475 as soon as possible.

RSC Building Manager 978-3028 312-1945  
The RSC Event Services Office 978-3475 between 8 a.m. and 5 p.m. Monday through Friday  
WSU Police Department 978-3450  
WSU Dining 978-5863

### CONTACT PERSON:

The contact person for the RSC Event Services Office will be the person you will be working with. Please contact the contact person for any questions or changes.

### RENTAL FEES:

A cleaning fee will be added to the rental fee. If you have any questions, please contact the Event Services Office.

### EVENT TIMES:

All event times are subject to change. Please contact the Event Services Office for more information. Peak event times are 10 a.m. to 2 p.m. (excluding the Event Services Office).

### EVENT DETAILS/SET UPS:

Set up and breakdown of the RSC CACT area will be provided by the Event Services Office. A 2-hour advance notice is required.

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**PARKING:**

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**DAMAGES:**

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... .. e... .. a... be... ca... ged... .. e... g... e... ..

**FACILITY SERVICES TABLES AND CHAIRS:**

O... d... .. abe... .. a... .. g... a... e... a... da... e... de... e... ed... b... WSU Fac... Se... ce... .. be... e... .. ed...  
... .. e... g... a... de... e... .. ca... .. Fac... Se... ce... .. a... c... a... ge... c... .. e... f... da... age...  
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*Handwritten notes in red ink:*  
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**CATERING/DINING SERVICES:**

WSU Dining (Cater) provides a wide variety of food service options. WSU Dining can be reached at 978-3477.

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Ragga Side Catering provides a wide variety of food service options. A full-service catering company. Website: <http://www.ragga.com> / events / catering / Catering.

*Handwritten notes in red ink:*  
Ragga Side Catering provides a wide variety of food service options. A full-service catering company. Website: <http://www.ragga.com> / events / catering / Catering. 10% off for students.

Contact Ragga Side Catering at 978-3475.

**SECURE WIRELESS ACCESS:**

WSU provides secure wireless access for students and faculty.

Contact IT Services at 978-3475 for more information.

**ALCOHOL SERVICE:**

Recreation Services provides alcohol service for students and faculty.

Alcohol service is available for students and faculty.

For more information, contact Recreation Services at 978-3475. Website: [www.recreation.com](http://www.recreation.com) / Events / Alcohol Service. Open to all students and faculty.

*Handwritten notes in red ink:*  
Alcohol service is available for students and faculty. Contact Recreation Services at 978-3475.

Alcohol service is available for students and faculty. Website: <http://www.recreation.com> / Events / Alcohol Service.

**DONATED FOOD REQUEST:**

On-campus food bank request for the week of September 13-19, 2016.  
URL: [http://www.wsu.edu/academic/foodbank/c\\_20/c\\_20\\_16](http://www.wsu.edu/academic/foodbank/c_20/c_20_16)

Donated food items are available at the WSU Food Bank, 234 RSC.

**RECOGNIZED STUDENT ORGANIZATIONS:**

Recognized Student Organizations are listed on the website at <http://www.wsu.edu/academic/foodbank/recognized>

**INFORMATION TABLES:**

The RSC provides a table of food items available for donation.

Table of available food items, including WSU food bank information.  
Relevant information regarding the RSC and food bank.  
On-campus food bank request information.  
Information regarding the RSC and food bank.  
Information regarding the RSC and food bank.

**DONATION BOXES:**

The RSC provides donation boxes for food items. The boxes are available for donation.

**GRACE MEMORIAL CHAPEL:**

The Grace Memorial Chapel is a place of worship for the WSU community.

The Grace Memorial Chapel is located at 6th and 8th and is open for worship.

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**LOST/STOLEN ITEMS:**

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e... e... ed... fac... e... .

G... e... g f a... e... . e RSC... . d c... ac... e RSC E... e... Se... ce... ce a...  
978-3475.

**FREEDOM OF EXPRESSION:**

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