

How to Complete the RCSC Facility Club Usage & Club Meeting Schedule

1. Complete Club Name, year the schedule covers & the Center where club is located

2. Complete meeting times as indicated below:

Regular Club Days/Hours (Indicate beginning and ending dates): (2)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Jan-Dec		M-F	8-10a	Club Hours	LV	SH#1	50

2a. If club is closed or its days/hours change during the summer, complete as indicated below:

Regular Club Days/Hours (Indicate beginning and ending dates): (2)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Jan thru	1	M-F	8-10a	Club Hours	LV	SH#1	50
Apr	30	M-F	8-10a	Club Hours	LV	SH#1	50

Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Oct thru	1	M-F	8-10a	Club Hours	LV	SH#1	50
Dec	31	M-F	8-10a	Club Hours	LV	SH#1	50

3. Complete as shown below:

Summer Club Days/Hours (Indicate beginning and ending dates): (3)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
May thru	1	M-W-F	8-9a	Summer Hours	LV	SH#1	20
Sept	30	M-W-F	8-9a	Summer Hours	LV	SH#1	20

4. Complete only if published times will differ from scheduled times, for example, when setup time is omitted

SunViews Times (Indicate beginning and ending dates): (4)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Jan-Dec		M-F	8:30-10a	Club Hours	LV	SH#1	50

5. List Board Meetings as required by BP: 12

Limit listed board meetings to 2 per year, unless scheduled outside of regular club hours

Executive Board Meetings (Must meet twice a year): (5)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	12	W	8-9a	Board	LV	SH#1	5
Oct	5	W	8-9a	Board	LV	SH#1	5

5a. List Board Meetings as required by BP: 12

List additional board meetings not scheduled during normal club hours as indicated below:

Executive Board Meetings (Must meet twice a year): (5)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Jan thru		1st W	9-10a	Board	FW	Classroom	5
Dec							5

6. List Member Meeting as required by BP: 12

Limit listed general membership meetings to 1 per year, unless scheduled outside of regular club hours

Member Meeting (Must meet once a year): (6)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	2	Tu	9-10a	Membership	LV	SH#1	60

6a. List Member Meeting as required by BP: 12

List additional membership meetings not scheduled during normal club hours as indicated below:

Member Meeting (Must meet once a year): (6)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Jan thru		1st Tu	9-10a	Membership	OM	Aud	60
Dec							

7 List exceptions to regular and summer club days/hours, special meetings, tournaments and parties only.

Special Meetings, Tournaments & Parties: (7)							
Month	Date	Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	14	Tu	5-9p	Valentine Party	LV	SH#1	100
Apr	20	S	1-3p	Tournament	BC	Tennis Cts 1-4	50
Dec	9	F	4-8p	Christmas Party	FW	AZ 1-4	300