

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

1. Complete Club Name and year the schedule covers

2. Complete meeting times as indicated below:

Regular Club Days/Hours (Indicate beginning and ending dates):						
Month	Date or Days of Week	Start/End Time	Type of Meeting	Center	Room	#People
Jan-Dec	MWF	8-10a	Club Hours	LV	SH#1	50
Jan	25	8-10a	Training	SD	East Hall	50
Jan-Mar	1 st Friday of the month	8-10a	Education	BC	SH1	20
Oct-Dec	1 st Friday of the month	8-10a	Education	BC	SH1	20

3. 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):						
Month	Date or Days of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	24	8-9a	Board	LV	SH#1	5
Jan – Dec	1 st Monday	8-9a	Board	LV	SH#1	5

4. List Meeting as required by BP: 12

Limit listed general membership meetings to 1 per year

Member Meeting (Must meet once a year):						
Month	Date or Days of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	25	9-10a	Membership	LV	SH#1	60
Jan – Mar	3 rd Wednesday	9-10a	Membership	SD	Eash Hall	100

5. List exceptions to regular club days/hours, special meetings, tournaments and parties

Special Meetings, Tournaments & Parties:						
Month	Date or Day of Week	Start/End Time	Type of Meeting	Center	Room	# of People
Feb	25	5-9p	Valentine Party	LV	SH#1	100
Apr	1	1-3p	Tournament	BC	Tennis Cts 1-4	50
Dec	6	4-8p	Christmas Party	FW	AZ 1-4	300