# Clubs Meeting Room Request Form

Click here to view available rooms on each RCC campus via 25Live Scheduling.

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| Club Requesting | | | |
| Meeting Contact Person (name, phone/email) | | | |
| Meeting/Event Name | | | |
| Meeting/Event Date (s) | | Meeting/Event Time(s) | |
| Does your meeting or event repeat throughout the term? | | If so, what is the frequency (weekly, monthly, etc.) | |
| Meeting/Event Type (meeting, celebration, forum, etc.) | | Expected Headcount | |
| Meeting Location (Which Campus?) | | | |
| Specific Building/Room Request? | | If so, which Room? | |
| If your preferred room is not available, please select a backup room | | | |
| Meeting/Event Description (will be used for RCC Public Calendar) | | | |
| | | | |
| Event/Meeting Resources Needed (i.e. Zoom capable, facilities requests for extra tables/chairs, etc.) | | | |
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Please submit the completed form to asgrcc@roguecc.edu