

SCHEDULE OF MICHAEL SOLOMON PAVILION (MSP)

Guidelines for Building Use.

No group, individual, Council member, or otherwise is to use the building without properly scheduling the time. All clubs renting the hall must have Council insurance.

All users of the building are responsible for observing the following regulations pertaining to building use. Failure to do so will seriously affect future use of the building. The user must compensate the Michael Solomon Support Committee (MSSC) for all damages. The status of a club's Council membership could also be affected.

- A. **No smoking and no alcoholic beverages** are permitted in the building.
- B. **NO CLEATS or HIGH HEELS** are to be worn on the wooden floor.
- C. The building is to be vacated promptly at the end of the scheduled time so that it will be available for the next scheduled group.
- D. Tables and chairs are not to be dragged across the floor.
- E. Heavy and messy items including food are to be set on the concrete to prevent damage to the wooden floor.
- F. The individual or group that reserved the building is responsible for the repair or replacement of any item broken during use of building.
- G. Do not sit on tables.
- H. No items belonging in the building are to be removed from the building.
- I. The building must be left clean and secure.
- J. Pick up all trash and put outside into dumpster.
- K. Sponge up any spills (do not swab area) and sweep the floor including concrete area and bathrooms.
- L. Clean up kitchen. This includes sweeping floor, washing off counter area, and cleaning any spills. **DO NOT** leave anything in the refrigerator.
- M. Pull all tables and chairs out and sweep area. Replace tables and chairs where they were belong.
- N. Close and lock all windows including those in the rest rooms.
- O. Turn off lights and fans.
- P. In winter set heater thermostats to 65 degrees. In sub zero temperatures, set at 70 degrees.
- Q. In summer, put down awnings.
- R. Lock all doors.
- S. Club decorations or materials must be removed before vacating the pavilion. (Unless approved by decorating committee)

Any complaint that a club knowingly violates or does not follow the listed procedure before leaving the building will be investigated by a member of the MSSC and a member of the MVDC Executive Committee to verify the problem. A registered letter will be sent to the violating club advising of such condition. After a second verified complaint (within one year), said club will be denied continued use of building and the spot will be open for other clubs to use.

Scheduling the Building

Scheduling of the Michael Solomon Pavilion (MSP) is handled by the Michael Solomon Support Committee (MSSC) Ed Cordray, Chairman. To determine the availability of and/or reserve the building, call the scheduling office at 937-252-0638. Only the Chair person of the MSSC or his designed other will schedule the building.

- a. Rental form, obtained by calling the above number, must be filled out and returned to the scheduling office before the date and time are finalized.
- b. The fee is payable, by check to MICHAEL SOLOMON PAVILION SUPPORT COMMITTEE, c/o Ed Cordray 4811 Arcadia Blvd., Dayton , OH 45432.

Proof of one million dollar liability insurance must be provided by any organized group that uses the building.

Miami Valley Dance Council Clubs

All clubs renting the hall must have Miami Valley Dance Council liability insurance.

Stated times of clubs regularly dancing at Michael Solomon Pavilion and Miami Valley Dance Council activities will be blocked out (provided these clubs are following the MSSC Guidelines). No other clubs or organizations may schedule an event to take place at those times. **This includes holidays and New Year's Eve. Exception-Election Board.**

In the event the regularly-scheduled club elects not to hold a dance on a holiday/New Year's Eve or if the holiday/New Year's Eve falls on a night that is not blocked out, other MVDC club members will have a chance for those dates. Available dates must be on first come first serve basis. Can not be requested prior to six (6) months before the date.

Clubs not using their regularly scheduled dates should notify the scheduling office in writing at the same time as the Council fold out schedule dead line. Failure to do so will cause said club to pay the regular building rental fee.

A club may not "give" its night to another club or group, nor can two clubs decide to trade nights without first requesting in writing with the scheduling office.

The charge for Miami Valley Dance Clubs to use the MSP will be as follows:

- a. Morning 7 a.m. to 12 noon

Monday through Friday	\$10.00
Saturday and Sunday	\$20.00
- b. Afternoon 1:00 p.m. to 6:00 p.m.

Monday through Friday	\$15.00
Saturday and Sunday	\$35.00

c. Evening 7:00 p.m. to 12 p.m.

Monday through Thursday	\$25.00
Friday, Saturday and Sunday	\$35.00

Payment for the use of MSP will be due on the first of each month.

Any club which fails to submit monthly rent after seven (7) days will be notified by a registered letter sent to the president of the club. If a club fails to pay within an additional seven (7) days, that club will be denied further use of MSP, and the spot will be referred to MVDC to be refilled.

NO FREE USES.

All clubs must abide by the guidelines listed above. Failure to follow the guidelines may seriously affect a club's future use of the building. MSSC must be compensated for all damages. Status of clubs' membership could also be affected.

Each club is to give MSSC chair-person on January 1 and July 1 each year in writing two (2) contact persons (member's name, address, and telephone number) who will be responsible for the clubs' actions when using the Pavilion.

Other Council clubs not regularly scheduled for MSP who wish to use the building on any unscheduled date or on a canceled date must submit a rental request form which may be obtained from the MSSC chair-person. No reservation will be accepted for a date more than two (2) years in advance. Said club will be subject to all the rules and regulations for those Council clubs regularly scheduled. The club wishing to use MSP must pay a deposit of \$50.00 (and have the Miami Valley Dance Council liability insurance in place) as well as the rental fee. The deposit will be returned after the event provided the building has been left in good condition. This condition is to be determined by one member of the MSSC and one member of the Miami Valley Dance Council (MVDC) Executive Committee.

Non Council Groups

Non-council clubs, committees, groups, organizations, or individuals shall pay a building-rental fee of \$200.00 per any four (4) hour block, e.g., the fee for an afternoon and evening together would be \$400.00. This fee is payable, by check, to Michael Solomon Support Committee (MSSC), % Ed Cordray, 4811 Arcadia Blvd., Dayton, OH 45432. Any cancellation must be made in writing no less than 30 days prior to the schedule date in order to receive a full refund.

A \$150.00 deposit is required at the time the rental form is submitted. The deposit will be returned after the event provided the building has been left in good condition. This condition is to be determined by one member of the MSSC and one member of the Miami Valley Dance Council (MVDC) Executive Committee.