

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 Miami Valley Dance 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. Remove all trash and put outside in the 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.
- N. Close and lock all windows including those in the restrooms.
- O. Turn off lights and fans.
- P. In winter set heater thermostats at 65 degrees. In sub-zero temperatures, set at 70 degrees.
- Q. Lock all doors.
- R. Club decorations or materials must be removed before vacating the pavilion.

Scheduling the Building

Scheduling of the Michael Solomon Pavilion (MSP) is handled by the Michael Solomon Support Committee (MSSC), Robert DeRegnaucourt, Coordinator. To determine the availability of and/or reserve the building, call the Pavilion Scheduler, Pam Byrd, at 937-235-2704.

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, Miami Valley Dance Council, and Callers Association 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-Montgomery County 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 a first come first serve basis.

Clubs not using their regularly scheduled dates must notify the Pavilion Scheduler in writing. Failure to do so will cause the club to pay the regular building usage 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 Pavilion Scheduler.

The fees for Miami Valley Dance Council Clubs to use the MSP is 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 regular use of MSP may be paid monthly, quarterly, or yearly.

NO CLUB WILL USE THE PAVILION FOR FREE.

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.

Other Council clubs NOT using MSP regularly who wish to use the building on any unscheduled date or on a canceled date must contact the Pavilion Scheduler. No reservation will be accepted for a date more than two (2) years in advance. The club will be subject to all the rules and regulations for those Council clubs using MSP regularly.

NON-COUNCIL GROUPS

Non-council clubs, committees, groups, organizations, or individuals shall pay a building usage fee of \$40.00 per hour (minimum \$200) at the discretion of the Pavilion Scheduler. 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 Usage Contract, obtained by calling Pam Byrd, 937-235-2704, must be filled out and returned to the Pavilion Scheduler 30 days prior to the event.

A \$150.00 deposit is required at the time the Usage Contract 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.

Checks (2) for usage fee and deposit are payable to: Michael Solomon Support Committee and mailed to: Pam Byrd, 5750 Beth Rd. Dayton, OH 45424.

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

NO ORGANIZATION WILL USE THE PAVILION FOR FREE

Any complaint that a club or organized group knowingly violates or does not follow the listed procedure before leaving the building will be investigated by one member of the MSSC 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 that block of time will be open for other clubs to use.

4/18/12