

## Michael Solomon Pavilion (MSP) Scheduling Guidelines

To determine the availability of and/or reserve the building call the scheduling office (operated by Jo Bonnell) at 298-3042 **between 1 and 4 p.m., WEEKDAYS ONLY.**

The scheduling office is open **only** at the above-stated time.

**No scheduling** will be done in the early morning or evening, at night, on weekends and holidays or by way of the hotline.

**No one** but Jo Bonnell will schedule the building.

A **request form**, obtained by calling the above number, must be filled out and returned to the scheduling office before a date and time are finalized. Exception: blocked out times (see below).

Proof of one million dollar **liability insurance** must be provided by any organized group that uses the building. All others must sign a release form absolving the City of Dayton and Miami Valley Dance Council of any liability.

Non-council clubs, committees, groups, organizations, or individuals pay a **building-rental fee** of \$50 per any four-hour block—e.g., the fee for an afternoon and evening together would be \$100. This fee is payable, by check to Miami Valley Dance Council, when form is submitted. Any cancellations must be made no less than 30 days prior to the scheduled date in order to receive a full refund.

In addition, a \$50 **deposit** is required, also at time form is submitted. The deposit will be returned after the event, provided the building has been left in good condition.

Stated times of clubs regularly dancing at MSP and Miami Valley Dance Council (MVDC) activities will be **blocked out**. No other clubs or organizations may schedule an event to take place at those times. *This includes New Year's Eve.*

In the event the regularly-scheduled club elects not to hold a dance on New Year's Eve, or if New Year's Eve falls on a night that is not blocked out, the other MSP club/clubs that dance that day at a different time or a different week of the month will have the opportunity to schedule the time.

If none of the above-indicated clubs wishes to hold a dance that night, *any other MVDC club* may have the opportunity to schedule use of the building.

**MSP clubs** may schedule, subject to building availability, one additional rent-free dance per year beyond their regular schedules. Benefit dances are excepted in the count. Club schedules cannot be expanded in order to take advantage of additional free times.

These clubs may schedule, subject to building availability, other dances beyond the one but must pay building rental for them.

In the event that a club elects not to dance at one of its scheduled times, the scheduling office must be notified. The club may not "give" its night to another club or group, nor can two clubs decide to trade nights, without first notifying the scheduling office.

**Other MVDC clubs** may schedule one rent-free dance per year. Benefit dances are excepted in the count.

**All MVDC clubs** pay a small per-paid-dancer usage charge to Michael Solomon support committee. Exception: benefit dances.

**All users of the building** are responsible for observing the following regulations pertaining to building use. Failure to do so will seriously affect their future use of the building and may result in a fine being charged. Status of a club's Council membership could also be affected.

Reservation is confirmed only upon completion of form and receipt of rent and/or deposit.

No smoking and no alcoholic beverages are permitted in the building.

No cleats are to be worn on the wooden floor.

The building is not to be entered until the scheduled time. Another group may be scheduled immediately preceding that time, and early entries will cause a disturbance or distraction.

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.

Tables and chairs are not to be dragged across the floor.

Heavy or messy items are to be set on the concrete to prevent damage to the wooden floor.

The individual or group that reserved the building is responsible for the repair or replacement of any item broken during use of building.

No items are to be removed from the building.

The building must be left clean and secure.

Pick up trash; clean up any spills on floor; clean up kitchen.

Put all tables and chairs back where they were found.

Close and lock all windows, including in restrooms.

Turn off lights and fans.

In winter set heater thermostats to 60 degrees, and leave a *small stream* of water running in sinks in bathrooms and kitchen.

In summer put down awnings.

Lock all doors.

Trash must be disposed of in *dumpster near golf course*.

**No group** or individual, Council member or otherwise, is to use the building without properly scheduling the time.

*Except for blocked out times which are indefinite, the building will be reserved no further than two (2) years in advance.*