

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 liability 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 served on the concrete to prevent damage to the wooden floor. No food or drinks are to be served on 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 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 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.