



Austin Square and Round Dance Association

www.asrda.org

FACILITIES CHAIRMAN DUTIES

Reports to the Association President or Vice President.

The Facilities Chairperson shall be responsible for securing information on facilities that are available for ASRDA dances, meeting and other Association activities. The Executive Board will select which facility to use for the Association activity. The CHAIRMAN should always be on the look-out for new facilities that might be available to the ASRDA. Any time a new location is suggested by others, the CHAIRMAN should make contact with the proper person to gain information about that facility. Your job is to follow-up and get the information needed.

DANCES

Calculate one square needs about 10X10 (100 foot space) for comfortable dancing (Example: 20 squares would need 2000 square feet). Seating should be provided around the perimeter of the dance area, if possible.

The CHAIRMAN should be the first to arrive at the dance facility to open doors, turn on lights and adjust heat/air controls. It is very important at this time to check details of the dance area so that at the end of the dance you will know where everything belongs and can supervise the host club(s) how to restore the facility to original order. The CHAIRMAN is responsible for the heat/air controls, including turning them off or putting them back to original settings at the end of the dance.

Check with the ASRDA President or Vice President to establish where tables should be placed for refreshments, historical books or display, caller's/cuer's equipment, sign in tables. It is your job to supervise the facilities host club(s), not do the work yourself. The VP should provide you with the name of the host club(s). If you have not received this information, contact the VP.

Find out any restrictions pertaining to kitchen use, food, drink, hanging banners, smoking, etc. If food is served, find out if it's alright to eat in the dance area, if not a separate room should be provided.

Entry to the building should be coordinated in advance of the dance. Pick up keys, get heat/air control information, speaker system set up and any other building information should be taken care of. Deposits and rent payments will be taken care of by the treasurer.

MEETINGS

There are four Association meetings each year, one each quarter. It is your job to be at the facility early to set up chairs and tables for the meeting, usually two head tables and enough chairs for the Executive Board and Parliamentarian. Figure 4 people per club and set up that many chairs for the audience. More chairs can be added if needed. If there is a President's Meeting, a separate room should be set up for that meeting (usually 2 a year).

Keep records of any facilities information that you have gathered. If a place is too small for dances, it may be suitable for meetings. Keeping this information and passing it on to future Facilities Chairman will save much time in the future.

You need to know:

- How large is room
- What is Charge
- Deposit requirement - how much and when to be paid
- Extra Fee for use of kitchen, chairs, tables, turning on air early, etc.
- Who controls heat/air. Facility or can CHAIRMAN turn on and off. Get a key if needed.
- Parking Capacity

As an ASRDA Appointed Officer you should wear your official ASRDA attire to any graduations, installations or anniversary dances that you attend. Check your RCS for other times to wear your outfit as listed.