

**STATEN ISLAND BALLROOM DANCE CLUB  
GUIDELINES FOR HOSTING A MEETING OR SOCIAL**

**A. Prior to the Meeting/Social: Pick up a set of keys from the Vice President (for a meeting) or from the Social Coordinator (for a social).**

**B. On the night of the Meeting/Social: Bring milk & dessert. The budget is \$45 for a meeting and \$25 for a Social.**

**Please arrive early enough to start up the coffee and water urns and to set up the dessert & other supplies prior to the commencement of the meeting or social. For a meeting, use the largest urn for coffee. For a social, use the same size for both water & coffee.**

**The last call for coffee can be at 9pm. At the end of the night, please clean the kitchen counters, the table area & sweep the floor. Return the supplies to the Supply Cabinet, lock the cabinet & remove the trash. Replace the garbage bags and bring the trash to the pails outside on the left entrance to the parking lot.**

**C. When convenient, return the keys to our Vice President or Social Coordinator.**

**Thank you for supporting our club.**