

SQUARE and FOLK DANCE FEDERATION of WASHINGTON  
Second Annual Leadership Training Seminar  
September 1970  
C A S E H I S T O R Y  
\*\*\* "ACQUISITION of a HALL" \*\*\*

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- I. Rent vs. Build
- II. Steering Committee (Past Presidents Committee and caller)
- III. Club's Role
- IV. Use
  - Frequency of use
  - Size required
  - For use by others?
- V. Site Location
  - Centralized
  - Acquisition of land
    - Use Permit (County Planning Commission and County Commissioners)
    - Education of neighboring residences or businesses
- VI. Available Sources of Funds
  - Bank Loan
  - Donations
  - Low interest/high-risk loan
  - Debentures
  - Stock sales (shares)
- VII. Organizational Planning
  - Staffing (in-house capabilities)
  - Elections vs. appointments
- VIII. Financial Control
  - Cost control vs. previous estimates
  - Charting construction progress vs. available cash
- IX. Education of Club Members
  - Security of having "own" hall
  - Volunteer help needed (to reduce cost of labor)
    - "In Unity There's Strength"
  - Hall operating procedures
    - Custodian
    - Rental fee schedule
    - Advertising
    - Priority of use
    - Type of use
  - Planning meetings (to keep dancer/shareholders informed)

Bob McNULTT, the  
ORIGINAL CHAIRMAN of the  
STATE Fed. Ldrshp. Seminar,  
ASSIGNED this Topic and  
ASKED ME TO PRESENT  
AS A PANELIST. THEN  
HELD AT "Singing Hills"  
GUEST RANCH - ELLENSBURG  
RB

SHUFFLERS' SHANTY SQUARE DANCE HALL  
Owned by Prairie Land Co.  
Kennewick, Washington

FORMATION— Steering committee comprised of Past Presidents (7) Committee and club caller.

INCORPORATION—Six of we club members (3 from Past Pres. Comm.) acted as agents to file incorporation papers through County Auditor, and on to Secretary of State.

TYPE of CORPORATION—Profit making; authorized capital stock \$50 000 (well above what we expected to sell); with six directors (more than nine directors in this state requires corporation to conduct business in a more complicated manner).

ACQUISITION of FUNDS—At a mass meeting of club members we showed flip charts of: planned organization structure; ownership; relationship between S/D club and new planned corporation; amount of money needed and for what; asked for signed pledges; stated that if at end of 60 days from date of meeting pledges aggregated \$15 000, we would require pledges be paid, and construction would start immediately. We already had \$100 earnest money on plot of land.

PERFORMANCE—All labor by club members was donated (no equivalent shares issued for donated labor). To issue such shares would be a pitfall.

- Any real materials bought or furnished by club members was reimbursed by issue of equivalent dollar amount whole shares.
- Block wall lay-up contracted (we felt no two people would lay the same straight line!).
- Floor sealing and finishing contracted (heart of hall).
- Carpenter club member appointed foreman (no pay).
- All other labor performed by volunteers.

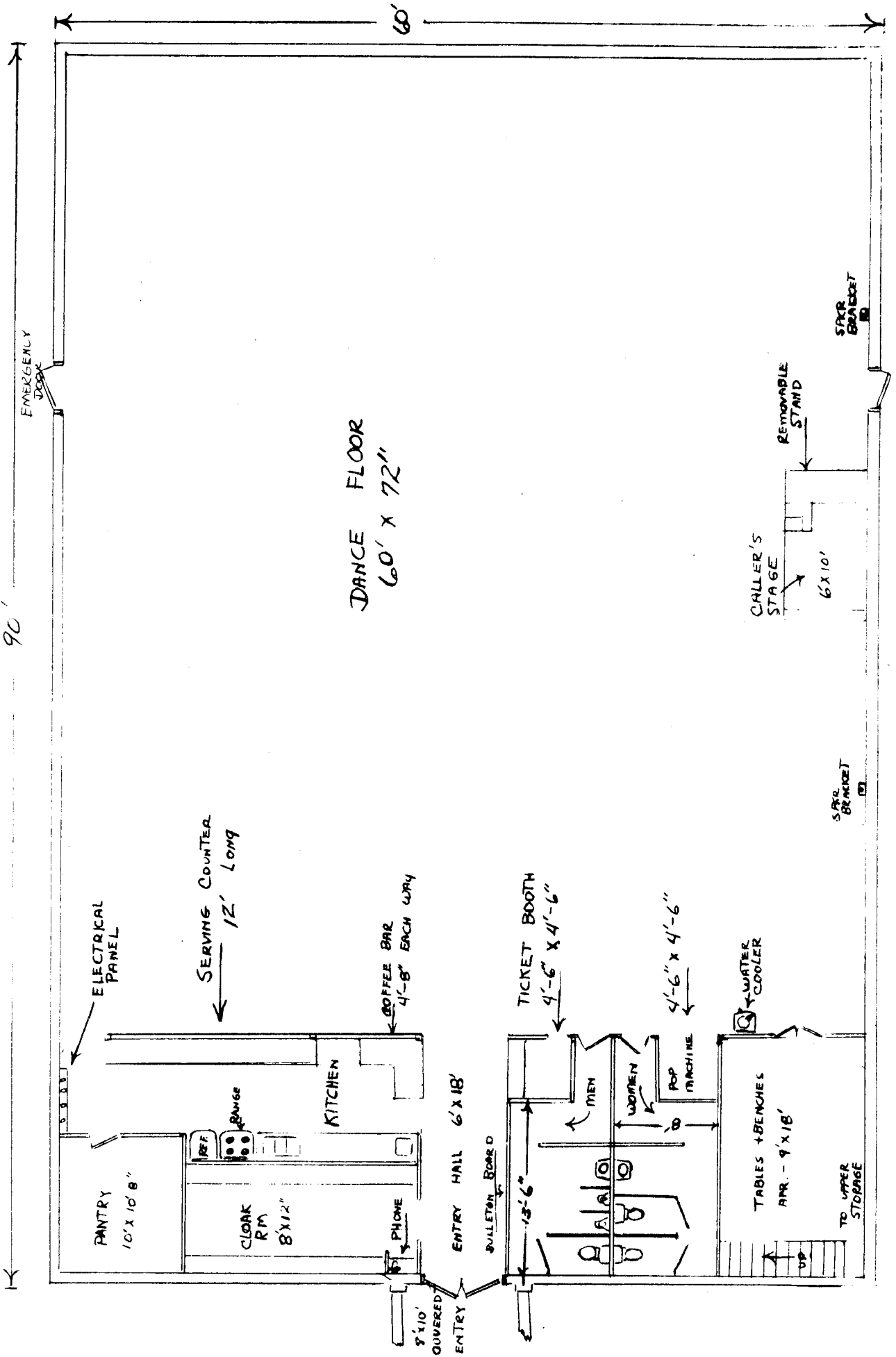
OPERATION—Prairie Land Co. has annual lease with Prairie Shufflers S/D club for \$2 400. This amount is needed to cover real estate taxes (500), annual corporate fees (50), fire insurance (360), liability insurance (80), retirement of loan (1200), and annual maintenance of approximately (200).

Square dance club pays all utilities, janitorial, activity liability insurance, and operating expense. They also handle all re-rentals of hall, since the club is sole lessee from Land Co. The first \$115 increment of such re-rentals is retained by the dance club, and any excess over the \$115 is prorated 70% Land Co. and 30% Dance club.

Building maintenance, repairs, and any capital improvements are borne by the Land Co.

In order to achieve "third party" status in event of lawsuits, the legal description of the lease agreement requires both the lessor and the lessee to carry liability insurance in equal amounts. In this way a complaint arising from the activity is covered by the S/D club's policy and a complaint arising from a building malfunction is covered by the Land Co.'s policy—both carried with the same underwriter.

OUTSIDE DIM. 60' X 90'  
 DANCE FLOOR 60' X 72"  
 UTILITY AREA 60' X 18'



DANCE FLOOR  
 60' X 72"

SERVING COUNTER  
 12' Long

ELECTRICAL  
 PANEL

PANTRY  
 10' X 10' 8"

CLOAK  
 R'M  
 8' X 12"

KITCHEN

COFFEE BAR  
 4'-8" EACH WAY

ENTRY HALL  
 6' X 18'

BULLETIN BOARD

TICKET BOOTH  
 4'-6" X 4'-6"

MEN

WOMEN

POP  
 MACHINE  
 4'-6" X 4'-6"

WATER  
 COOLER

TABLES + BENCHES  
 APPR. - 9' X 18'

TO UPPER  
 STORAGE

CALLER'S  
 STAGE  
 6' X 10'

REMOVABLE  
 STAND

SAFETY  
 BRACKET

SAFETY  
 BRACKET

EMERGENCY  
 EXIT

EMERGENCY  
 EXIT

GENERAL INFORMATION -----

MAIN BUILDING STRUCTURE

CEMENT BLOCK WALLS AND CONCRETE FOUNDATION.  
SIXTY FOOT SPAN WOODEN TRUSS ROOF FRAMMING WITH PURLIN JOIST  
AND PLYWOOD. ASPHSLT ROOFING.

FLOOR STRUCTURE

4 X 6 STRINGERS ON 4 FT. CENTERS.  
2 INCH T & G SUB FLOORING.  
1 INCH OAK HARDWOOD. (FINISHED WITH A SPECIAL DANCE FLOOR MIXTURE).  
(NEEDS NO WAX OR SLOW-DOWN)  
CALLERS STAGE HAS SEPERATE FOUNDATION AND IS FRAMED SEPERATELY.

CEILING

CEILING IS 9FT-6in FROM FINISH FLOOR. 6" BAT INSULATION PLACED ABOVE  
SUSPENDED CEILING OF ACCOUSTICAL TILE OVER DANCE FLOOR.  
CEILING & WALLS IN KITCHEN, REST ROOMS, ETC., ARE OF SHEETROCK.  
SOME PANELING USED ON DANCE FLOOR SIDE.

HEAT AND COOLING

FOUR ELECTRICK FURNACES SUSPENDED IN TRUSSES IN ATTIC.  
EVAPOATIVE TYPE COOLERS (ARID CLIMATE).  
EMPLOY TWO COOLER UNITS FOR EXHAUST FANS SERVING DANCE FLOOR.

LIGHTING

DANCE FLOOR--GROUPS OF STANDARD 60 WATT BULBS ON RHEOSTATS.  
KITCHEN, BATHS, CALLER'S STAGE---FLORESENT FIXTURES.  
MURCURY VAPOR LIGHT FOR PARKING LOT.  
STANDARD BULBS FO ALL STORAGE AREAS.

KITCHEN FACILITIES

ELECTRIC RANG ---- ONE 3 COMPARTMENT SINK --- FORMICA TOP.S  
REFRIGERATOR ---- ONE SINGLE SINK --- SEPARATE COEFEE BAR  
COFFEE BAR HAS SEPERATE OUTLETS FOR SIX 84 CUP COFFEE POTS.  
SERVING BAR AND COFFEE BAR ARE ACCESIBLE FOM BOTH SIDES  
TO TAKE CARE OF TWO LINES AT A TIME.

STORAGE

MAIN FLOOR---PANTRY FO KETCHEN SUPPLYS  
STORAGE ROOM FOR TABLES AND BENCHES ALSO ON MAIN FLOOR.  
UPSTAIRS STORAGE ABOVE UTILITY END OF BUILDING FOR SELDOM USED  
ARTICLES (SEASONAL DECORATIONS, ETC).

PHONE

NEAR FRONT ENTRY IN CLOAK ROOM

EMERGENCY DOORS

ONE ON EACH SIDE OF BUILDING NEAR THE BACK OF DANCE FLOOR.

THINGS WE DID ON PURPOSE

- 1 LEFT ALL PAINT OFF THE DANCE FLOOR WALLS FOR THE GOOD OF ACCOUSTICS.
- 2 FASTENED 4 x 8 SHEETS OF PARTICLE BOARD PERIODICALLY AROUND THE DANCE FLOOR WALLS TO USE AS A BASE FOR DECORATIONS.
- 3 IN OUR ENTRY HALLWAY WE PLACED A LARGE BULLETIN BOARD FOR FLYERS, CLUB MEETING MINUTES, ETC.. WE ALSO HAVE A LARGE CALENDAR MADE OF CHALK BOARD TO BETTER KEEP TRACK OF CLUB DATES. (4 MONTHS AHEAD).
- 4 CALLERS STAND IS REMOVABLE FROM THE STAGE FOR OTHER FUNCTIONS.
- 5 WE CARPETED THE ENTRY HALL TO HELP KEEP MUD AND SAND OFF THE DANCE FLOOR.

PERHAPS THE BEST ADVICE WE COULD GIVE ANYONE PLANNING TO BUILD A DANCE HALL IS TO FIRST OF ALL PLAN A DANCE HALL, THEN BUILD IT.

DON'T JUST BUILD A BUILDING.

HAF  
November 1972

## FLOOR PREPARATION

1. Floor was sanded in regular manner, that is from course to fine.
2. At fine grade sandpaper stage, the sanded dust was saved.
3. Floor finish burned (heated by buffer and fine/fine sandpaper). According to our contractor, it is very important that the hardwood finish is burned, literally. The top fibers are toughened.
- \*\*4. This is where the 'special mixture' comes in :  
When ready to apply the filler sealer, SILICONE was added to the sealer fluid, and entire mixture mopped onto the floor in the usual manner.
5. The "saved" sanding dust (normal procedure) was broadcast over the applied sealer already on the floor.
6. The floor was buffed in usual manner.
7. The contractor then filled in any cracks and knot spots with putty, re-buffed and swept up floor.
8. The floor was buffed with the wax paste, and the paste "burned in" --- he stressed this.

We had to stay off the floor for approximately 48 hours or so, until the wax had dried.

A month or so of use (dancing) breaks in the finish, and continually enhances the appearance and danceability of the floor. Yes, we had to sweep up minor amounts of wax scuffing for a few months, but for the past four years have had a very danceable floor.

Maintenance consists of dry (oilless) mopping with a commercial rag mop after each use. We never allow any water on the floor. Occasionally we use a limited amount of sweeping compound.

- \*\* The quantity of silicone is a property of our floor contractor.  
When we checked him out about answering some of the queries, he said,  
"You're dancing on rocks, you know ! "

HAP:REB

February 1973