



This is a letter of agreement between \_\_\_\_\_ and the Jerome Schottenstein Center (JSC). This agreement is in effect from today, \_\_\_\_\_ thru 6/30/2012. This document is intended to specify policies and procedures related to post event bowl cleans. From this letter of understanding \_\_\_\_\_ understands that the Jerome Schottenstein Center will provide necessary equipment (including, but not limited to, gloves, brooms, dustpans, mops, trash bags, and trash carts). The group understands that they are responsible for their own insurance. **The group is also responsible for coming to work in proper work attire including, but not limited to, flat, closed toe lace-up footwear. No Crocs, sandals, UGGs or Vibram 5fingers are allowed. Anyone not wearing proper attire will be excused from the evening's cleaning at the discretion of the arena representative for their own safety. Also, members are not permitted to use personal electronics (cell phones, i-pods, mp3 players) while cleaning. Anyone found to be using personal electronics while working will be ejected from the building.** The group understands that they are responsible for collecting trash, sweeping and mopping their assigned level of the seating bowl, collection of all trash accumulated on their level, and the proper return of all equipment used that evening to the post-event closet. The group understands that a report time will be given via e-mail and the group is to report no later than, but not more than 30 minutes prior to, the designated time. The group also understands that a supervisor(s) from the Jerome Schottenstein Center will be on-site while the group is in the building. A representative of the group will check in with the supervisor and report any problems to the JSC supervisor(s). The group will also inform the supervisor(s) when they have completed their work. The group may not exit the premises until they have been cleared by a JSC supervisor(s), who has inspected their work. If a group chooses to leave without inspection, their pay shall be considered forfeit.

The pay rates and **minimum** number of members per level are as follows:

<u>Level</u>	<u>#</u>	<u>\$ Amount</u>	<u>6-10 events*</u>	<u>11 or more*</u>
100	<b>12</b>	\$300.00	\$350.00	\$400.00
200	<b>10</b>	\$200.00	\$250.00	\$300.00
300/400	<b>20</b>	\$375.00	\$425.00	\$475.00

\*In order to qualify for the incentive pay rate, groups must perform the corresponding number of events and meet the standard set forth by the JSC. These standards are based upon attendance and cleaning standards and will be judged by the JSC supervisor present at the time the work is completed. The incentive program is based upon event cleanings completed between today, as defined above, and 6/30/2012. The event tally accumulated during the term of this agreement shall not carry over for any future incentive programs.

The above amounts and number of people necessary may increase or decrease depending on the size of the game/event. Groups will always be informed prior to the clean if pay rates will

change. The group understands that all final commitments to dates will be made via e-mail with Jim Rinehart/Post Event Supervisor. The group understands that event dates and availability will be listed on the internet at the sweeping group information website <http://www.postclean.schottensteincenter.com> and will also be sent by mass e-mail when possible. Groups are responsible for keeping their contact information current at all times if they wish to be considered for events. Dates will then be awarded on a first response basis. There is no limit as to how many events a group may sign up for. Groups understand that not showing up for a sweeping date will result in suspension from further sweeping opportunities. (Exceptions may be made for extreme circumstances)

Groups interested must schedule a meeting with Jim Rinehart/post event supervisor prior to the first event they have signed up for. At least two members of the sweeping group, including one who will act as a contact and be present on event day must attend. Groups understand that unsatisfactory work and/or tardiness could result in a dismissal from work, removal of consideration for future work, or suspension of pay. **Groups understand that the above listed group numbers are the minimum numbers necessary for proper cleaning of the bowl. If the minimum number is not met, the group may be sent home at the discretion of the JSC supervisor without pay. Please do not sign up for a level if you know you will not have enough members. The final decisions in these matters will be made by the JSC supervisor.**

Groups understand that they are to conduct themselves as professionally as possible at all times while at the JSC. Groups are to stay in the areas assigned to them at all times. Groups are to abide to the JSC policy on lost and found. All items found while working must be turned in immediately. Theft and dishonesty will not be tolerated and will be dealt with accordingly. Any misconduct by groups will be handled by the supervisor on duty with appropriate measures being taken. If a group is excused due to misconduct, pay will be considered forfeit and further opportunities may be suspended.

Groups must have all forms (Letter of Understanding and AP Compliance form) completed and all contact information (name, address, phone #, e-mail, and EIN#) turned in, in order to receive payment. This information must be completed at the initial meeting with Jim. Payment will be made in form of a check. Groups will need a photo ID to pick up their checks and sign for them at the Schottenstein Center Administration Office (Suite 1030). Checks will be ready no later than 5 business days after completion of the clean and need to be picked up within 30 days of the event worked. Any checks not picked up within the above time period will not be re-issued and will be considered forfeit. Administration Office hours are 8:00am – 5:00pm, Monday – Friday. Any questions that can not be answered through the sweeping group e-mail address; [osuschottfundmoney@yahoo.com](mailto:osuschottfundmoney@yahoo.com) can be directed to Jim at 614-554-5034.

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Name of Representative of Group (please print)

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Date

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Signature of Representative of Group

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Date

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Signature of JSC Representative

Date