

# *Young-Budd Post #171, American Legion, Inc.*

## **RULES & REGULATIONS**

- *Rental is not guaranteed until completed agreement is submitted and approved by AMERICAN LEGION representatives at which time you will receive confirmation of reservation.*
- *The renter is responsible to convey these Rules & Regulations to all persons in attendance at any event held on the Premises.*
- ***NO SMOKING PERMITTED IN ANY PART OF THE BUILDING.***
- *No animal will be permitted in the building without prior consent by AMERICAN LEGION.*
- *Any damage or loss will be immediately reported to the designated AMERICAN LEGION contact person.*
- *No firearms or other weapons permitted on the grounds.*
- *No explosives, combustible liquids or fireworks of any kind permitted on the grounds.*
- *The only open flames permitted will be enclosed in glass containers (globe, votive).*
- *If you wish to decorate the center you may only use plastitac or blue easy release painters tape for hanging decorations. No staples, tacks, nails or scotch tape are to be used. **No Helium balloons are permitted to avoid interference with ceiling fans.** No alterations to the building of any kind will be permitted.*
- *All lights and appliances shall be turned off at the end of an event.*
- *All doors and windows will be closed and locked after the event and the key will be left in a designated location or returned to AMERICAN LEGION within 7 days after your event.*
- *All floors will be swept and mopped as needed (all cleaning supplies supplied by AMERICAN LEGION).*
- *Trash cans will be emptied in the large trash receptacle located outside of the AMERICAN LEGION building.*
- *Security Deposit will be paid with receipt of agreement or at other time as specified in the Rental Agreement. All cancellations of the Rental Agreement shall be made in writing. Renter may cancel the Rental Agreement 14 days (or more), prior to scheduled event, without forfeiting the Security Deposit or incurring further penalty. If the Rental Agreement is cancelled less than 14 days from the date of the event, Renter will forfeit half of the Security Deposit. If cancellation is due to an emergency or unforeseen crisis, such circumstances and the refund of any Security Deposit will be considered on a per case basis.*

## **AMERICAN LEGION RULES & REGULATIONS**

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- *AMERICAN LEGION rental times will be between the hours of 07:00am – 11:00pm Sun- Thurs and 07:00am -12:00am (midnight) Fri –Sat. Event must be completed and center cleaned by specified closing time.*
- *Alcohol is permitted on the premises but cannot be sold under any circumstance. Alcohol purchased for minors, or consumed by minors, is strictly forbidden. AMERICAN LEGION reserves the right to terminate the agreement and event if this rule is violated. Any alcohol outside the building must be in plastic cups; no cans or bottles are permitted outside.*
- *Music is permitted inside the building until 11:30pm Fri –Sat and 10:00pm Sun- Thurs. After these times all music shall cease. All doors and windows will remain closed while music is being played. No amplified music is permitted outside the building. The AMERICAN LEGION HALL is located in a residential neighborhood and those using the facility owe consideration to our neighbors.*
- *Any minor (under 18) in attendance shall be under the supervision of an adult. Any event involving multiple minors shall maintain a ratio of two adults (Over 21) for every ten minors unless otherwise specified in agreement.*
- *If kitchen area is used during your event all appliances, counters, floors and sink areas will be cleaned and wiped down. Vent hood must be used with oven or stove. Any use of serving utensils, dishes, and silverware must be specified in the agreement.*
- *Renter will be responsible for completing the AMERICAN LEGION exit checklist to insure that all tasks required under the agreement have been completed.*
- *Renter shall not exceed the building's maximum capacity of 172.*
- *For Renters with long term agreements: If any monies are used from renter's security deposit to repair or replace any damage or loss that might occur while they are in possession of the building, then it is the renter's responsibility to repay that amount to maintain the security deposit at the required \$200.00. If Renter fails to do so the AMERICAN LEGION reserves the right to terminate this agreement immediately and Renter will forfeit all monies paid.*

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