

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

### *Rental Agreement Rules and Regulations*

- Rental is not guaranteed until a completed agreement is submitted and approved by American Legion Post 171 (AMERICAN LEGION) representatives at which time you will receive confirmation of the reservation.
- The Renter is responsible to convey these Rules and Regulations to all persons in attendance at any event held on the AMERICAN LEGION premises.
- Smoking of any tobacco or other substance is not permitted in any part of the AMERICAN LEGION 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 are permitted on the AMERICAN LEGION property.
- No explosives, combustible liquids or fireworks of any kind are permitted on the AMERICAN LEGION property.
- The only open flames permitted on the AMERICAN LEGION property shall be enclosed in glass containers (globe or votive, etc.)
- If you plan to decorate the AMERICAN LEGION building or grounds, you may use *Plasti-Tak* (or similar non-permanent products) or blue easy release painters' tape for hanging decorations. No staples, tacks, nails or scotch or shipping tape are to be used. No tape of any kind is permitted on the floor. Helium-filled balloons are not permitted. No alterations to the AMERICAN LEGION building or property of any kind will be permitted.
- All floors will be swept and mopped as needed (all cleaning supplies are supplied by AMERICAN LEGION.
- All trash cans shall be emptied in the large trash receptacle located outside the AMERICAN LEGION building.

- All lights and appliances shall be turned off (except the AMERICAN LEGION light globe) at the end of the rental.
- All doors and windows shall be closed and locked after the event and the key shall be left in the designated location or returned to the AMERICAN LEGION within seven (7) days after your event.
- 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 rental times will be between the hours of 07:00am – 11:00pm Sun-Thurs and 07:00am -12:00am (midnight) Fri –Sat. Events must be completed and the facilities cleaned and vacated by the specified closing time in your rental agreement.
- 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.
- The building is protected by an electronic security system. It is imperative that the renter complies with established rental timeframes stipulated in your contract. Opening or closing the building outside of your contract rental timeframes will activate the security system resulting in an emergency response by the Westerville Police Department. The renter will be assessed for any costs of an activated alarm response by the Westerville Police Department.
- Renter shall be responsible for costs of repairs of damages to pavement surfaces created by vehicle leveling legs and / or resulting from caustic substance leaks from renter's vehicles or subcontracted food trucks to include but not limited to hydraulic fluids, diesel fuel, gasoline, transmission fluid, etc.
- 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 \$500.00. If Renter fails to do so the AMERICAN LEGION reserves the right to terminate this agreement immediately and Renter will forfeit all monies paid.