

# Marne American Legion

## Post 376

### Hall Rental Rules

The following rules will apply to all Legion, Auxiliary and Sons of the American Legion members renting the Marne American Legion Post 376 Hall, for any private party. Rental will be limited to members in good standing (1-year membership) and current membership card must be shown at the signing of agreement. A security deposit must be made in the amount of \$200.00 when reserving the hall in person at the regular monthly Legion meeting. The rental fee will remain at \$200.00, which will be due and payable “30” days prior to rental. This amount must be given or mailed to the Legion treasurer, Mike Sheridan. If such rental fee is not received “30” days prior to event, a late fee will be deducted from your security deposit in the amount of \$50.00. The deposit fee will be returned when it has been determined that the hall has been left in satisfactory condition. The below listed rules will be strictly enforced:

- The Legion member requesting a rental date must attend a regularly scheduled meeting to secure a rental date and make the required payments of the usage and deposit fees.
- Under extreme cases a member may be allowed to personally contact the Post Commander with the name of a designated representative to deliver the rental fees at the membership meeting.
- Rental approval will be via a general vote of the Legion members present at the regular meeting.
- The member renting the hall must personally request the hall door key from the Hall Coordinator.
- The member renting the hall must be present at the event the hall is rented for and will be held personally responsible for the condition of the hall.
- The Hall may not be rented for Stag parties of any type.
- Loud or disruptive music or bands are not allowed.
- Fireworks of any kind are forbidden.
- No admission charge, advance ticket sales, or attendance donation is allowed.
- No serving of alcoholic beverages to anyone under 21 years of age.
- The premises must be vacated by times described as follows:
  - Sunday through Thursday, 12:00 AM
  - Friday & Saturday, serving stops at 12:00 AM (mid-night) hall vacated by 1:00 AM
- **Club capacity is 150 people and must be strictly adhered to.**
- No tape or thumbtacks are to be used for decorating.
- **Thermostats must be turned down to 55 degrees** in the kitchen and main hall before leaving.
- Air conditioning, if used, must be turned off.
- Floors must be swept and damp mopped. Use water only to damp mop the wood floor. Mops and brooms must be cleaned and returned to designated area in broom closet.
- No smoking allowed in Legion Hall.
- All trash must be placed in garbage bags and placed in the outside Dumpster.
- The Dumpster lids must be closed. There is absolutely **NO** burning in the Dumpster.
- All tables and chairs must be cleaned and returned to their proper place as directed by the hall coordinator. **Do not stack Chairs on any of the tables.**
- The kitchen area and restrooms must be left neat and clean. Floors swept and damp mopped.
- The door between the hallway and the main hall must be closed. The hinged doors over the kitchen counter must also be closed.
- All exterior doors and windows must be closed and securely locked.
- Complete the Hall Rental Checklist & leave it on the Countertop to the left of the sink in the Kitchen.
- Unless previous arrangements have been made with the Hall Coordinator, the member renting the hall must personally return the hall key to the Hall Coordinator by 10:00 AM the following day.

Violations of any of the above rules will forfeit the member’s right to future hall rental and/or usage. The Marne American Legion Post 376 reserves the right to refuse the use of the hall to any members.

**NO DEPOSIT REFUND WILL BE ISSUED WITHOUT A COMPLETED CHECKLIST!**

**Marne American Legion  
Post 376  
Hall Rental Agreement**

Rental Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Hall Rental Purpose: \_\_\_\_\_

I agree to be responsible to the Marne American Legion Post 376 for the use and care of the Marne American Legion Post 376 Hall, and to leave the facility in satisfactory condition. I further agree to fulfill the written rules and regulations stipulated by the Marne American Legion Post 376. I have read and understand the Hall Rental Rules.

\_\_\_\_\_  
Reservation Member Signature

\_\_\_\_\_  
Hall Coordinator Signature

Deposit Fee: \$200.00

Date Paid: \_\_\_\_\_ Cash: Check #: \_\_\_\_\_

Rental Fee: \$200.00

Date Paid: \_\_\_\_\_ Cash: Check #: \_\_\_\_\_

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### Hall Rental Checklist

Please use this checklist to ensure that the HALL is left in a satisfactory condition. A satisfactory condition is a condition that is as good as or better than the one you found it in when you arrived.

**WHEN YOU HAVE COMPLETED THIS CHECKLIST PLEASE LEAVE IT ON THE COUNTER TOP SPACE TO THE IMMEDIATE LEFT OF THE THREE-COMPARTMENT SINK.**

RENTER	COORD	Please check off as each task is accomplished
_____	_____	Floors swept and Damp-mopped
_____	_____	Kitchen and Restrooms Clean, Swept and Damp-mopped
_____	_____	Brooms and mops cleaned and returned to broom closet
_____	_____	Thermostats turned down to 55 degrees
_____	_____	Air Conditioning, if used, turned off
_____	_____	Sliding door between hallway and dance floor closed
_____	_____	Hinged doors over counter top closed
_____	_____	Ashtrays emptied, cleaned and fire hazards eliminated
_____	_____	All trash in garbage bags and placed in Dumpster
_____	_____	Dumpster lids closed
_____	_____	Tables and Chairs cleaned and returned to assigned place
_____	_____	Exterior doors and windows closed and locked
_____	_____	Outside areas and parking lot policed for debris
_____	_____	Hall key returned to Hall Coordinator
_____	_____	<b><u>Please issue a check for the hall deposit refund.</u></b>
		<b>Payable to:</b> _____
		<b>Address:</b> _____
		_____

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