



American Legion Post 334

Rental Rules

Read this agreement/rules before the event to be familiar with requirements.

- Smoking is not allowed in the Legion Post building. Failure to obey this rule will result in loss of the entire cleanup deposit.
- Alcoholic beverages including kegs of beer will not be brought into the building or into the Legion Post property, including the parking lot area. Offending individuals will be asked to leave.
- Wine/Champaign will be allowed in the back Hall for the wedding party
- Alcoholic beverages will not leave the Legion Post building
- Underage drinking will not be tolerated. Renter will work the Legion on this and report any underage drinking on the premise to the bartender.
- All renters are liable for damages to post property. All damages will be reported to the bartender(s). If bartender service was not required, please contact the post commander or appointed contact when the building key is returned.
- When using air conditioning or heat, doors will be closed to avoid excessive utility bills.
- Bands, DJ's, etc; will stop playing by 1:00 AM.

Clean up requirements

Bar area and main hall

- Floors will be swept and inspected for debris.
- Garbage cans will be emptied and garbage bags will be placed by the stairs located inside the southwest kitchen entrance to the building



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- Garbage cans will be free of wasted, liquid, and other materials in the bottom.
- Tables and countertops will be wiped down and clean
- Chairs and tables will be configured according to diagram located on the east wall of the main hall
- After inspection by a Legion representative and depending on the condition of the building, all or part of the cleanup deposit will be returned to the renter.

Kitchen

- Floors swept and mopped
- Tables and countertops clean. Appliances (stove, oven, roasters, refrigerators, sink and fryer) free of food and excess grease.
- Food preparation accessories (serving utensils, plates, bowls, silverware, etc.) cleaned and stored
- Towels, washcloths and other linens used must be washed, returned and stored.