



1. Rental is available for Post 45 Family Members only. No rental can be for personal gain or for any type of political rally. Alcoholic beverages & Illegal Drugs are not allowed on the post property at any time.
2. The Post Executive Committee [PEC] of American Legion Post 45 shall have the authority to modify, change, or make new rules and regulations governing the Post Home at any time and to set appropriate rental fees for use of the Post Home, with final approval by the post membership.
3. Any Legion Family member renting the post home and their guests must conduct themselves in a way to not reflect negatively against The American Legion. The renter is responsible for the conduct of their guests and must be present during the event.
4. The Post 45 Adjutant or Rental Chairman is in charge of making reservations and collecting the rental fee.
5. The rental fee does not include a cleanup fee should this be necessary. It is expected that members renting the facility will clean up after themselves. This includes taking out the trash, cleaning floors and putting everything back the way it was found.
6. In the absence of a Legion Officer or event committee member who is designated in charge, the Post Home caretaker, who resides in the Post Home, is in charge and has the authority and is directed to remove any individual or persons whose conduct is unbecoming or detrimental to the American Legion or Post Home.
7. Renters who do not leave the Post Home in the condition it was found will be charged a clean-up fee of \$50 for the downstairs hall and \$150 for the upstairs hall. If there are damages to the Post Home, these repairs will be charged to the Renter. Additional fees may be charged for any event that does not end at the contracted time.
8. Violation of any of the rules and regulations herein will result in the renting party being barred from future use of the Post Home and could result in loss of their American Legion membership.
9. All past and present Post 45 Commanders, Auxiliary Presidents and current Bingo workers are entitled to use of the Post Home once a year at no charge.
10. A 50% deposit is due at the time of the reservation, with the balance due 60 days prior to the date of the event. A cancellation fee of 50% of the rental fee will be charge if cancelled less than 31 days before the event.

RENTAL FEES Circle preference of hall /table covers/cleanup (if you elect to not do the cleanup)

DATE & TIME of RENTAL

Upstairs Hall.....Rental \$300.....Table Covers \$50.....Cleanup \$150

Downstairs Hall.....Rental \$150.....Table Covers \$20.....Cleanup \$50

Totals: Rental Fee _____ Table Covers _____ Cleanup _____ = _____ Grand Total

Deposit Amount Paid _____ Balance & Date Due _____

My signature is acknowledgement that I have read and understand the above rules and regulations regarding the rental and use of the Thomas M. Brady American Legion Post 45 hall. I understand and acknowledge that I am responsible for cleaning of the hall before I leave the premises and understand and acknowledge that I am responsible for any damages incurred as a result of my use of the hall.

Signature of Legion Family Member Renting Hall

Printed Name

Membership ID No.

Signature of Rental Chair/Post Adjutant

Date Contract Executed

Revised 3/14