

THE AMERICAN LEGION ALVIN MYO DUNN POST 365

FACILITY USAGE & RENTAL AGREEMENT

EVENT INFORMATION

- **Name of Event:** \_\_\_\_\_
- **Requested Date and Time:** \_\_\_\_\_
- **Requested By (Sponsor):** \_\_\_\_\_
- **Legion Member #:** \_\_\_\_\_ **Org:** AL AUX SAL ALR VFW VFW AUX
- **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

ITEMIZED USAGE CHARGES

The following pricing scale applies to all facility rentals for the Clubroom and/or Back Patio.

Item	Description	Rate
Base Rental	First 4 hours of usage (Parties of 30+)	\$200.00
Small Group Rate	1-29 guests (includes House Bartender)	\$100.00
Hourly Extension	Additional fee per hour after the 4th hour	\$50.00/hr
Additional Bartender	Required for events with 80+ guests	\$75.00
Cleanup Fee	Non-refundable maintenance & sanitation fee	\$100.00
Security Deposit	Required to guarantee date (Refundable)	\$100.00

TERMS AND CONDITIONS

- **Sponsorship:** All requests must be sponsored by a member in good standing of the American Legion, Auxiliary, SAL, or Legion Riders. The Sponsor **must** remain present for the duration of the event.
- **Duration:** Usage may not exceed six (6) hours or last later than established closing times.
- **Alcohol Policy:** No outside alcoholic beverages are permitted on the premises. Only American Legion Bartenders are authorized to serve.
- **Age Restriction:** No person under 21 years of age shall consume alcohol. Violators will be removed immediately per California ABC rulings.
- **Facility Condition:** Tables and chairs are included but must be returned to their original clean condition unless previous arrangements are made.
- **Liability:** The Renter assumes full financial responsibility for any damages, theft, or injuries caused by the renter or their guests.

AUTHORIZATION

**Renter/Sponsor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DISCLAIMER:** American Legion Post 365 reserves the right to deny privileges deemed inappropriate or not in the best interest of the membership or community.

OFFICE USE ONLY

**Approved By:** \_\_\_\_\_ (House Committee Chair, 2<sup>nd</sup> Vice Commander, or Commander, Post 365)

**Date Approved:** \_\_\_\_\_ **Total Fees Paid:** \$ \_\_\_\_\_

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## FACILITY USAGE & RENTAL AGREEMENT

### POST 365 RENTAL CLEANING & CLOSING CHECKLIST

To ensure the return of your security deposit and maintain the quality of our Post for all members, please complete the following tasks at the conclusion of your event.

#### TABLES & SEATING

- Wipe Down: All tables used must be wiped clean of food, spills, and debris.
- Reset Layout: Return chairs and tables to the exact "condition found" or the standard Post floor plan.
- Check for Damages: Note any new damage to furniture and report it to the bartender/supervisor immediately.

#### CLUBROOM & BACK PATIO

- Floor Care: Sweep the used areas (Clubroom and/or Back Patio) to remove large debris.
- Waste Removal: Empty all trash cans used during the event into the main Post dumpster.
- Liners: Replace trash liners with new bags (available in the kitchen/pantry).
- Personal Items: Ensure all decorations, banners, and personal belongings are removed.

#### KITCHEN & FOOD AREA (IF APPLICABLE)

- Surface Sanitation: Wipe down all counters and food prep surfaces.
- Sink: Clear the sink of any food waste or standing water.
- Appliances: Ensure any Post appliances used are turned off and cleaned.

#### SAFETY & COMPLIANCE

- Exit Walkthrough: Confirm all guests have safely exited the building by the 6-hour limit or closing time.
- Sponsor Sign-off: The event Sponsor must remain until this checklist is reviewed by the House Duty Bartender or Post Officer.

I have inspected the premises and confirmed the tasks above are complete.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Post Representative Initial: \_\_\_\_\_  
(Deposit Status:  Refunded /  Retained)