

Hall Rental Rules

I agree to the following terms and conditions governing the use of James E. Coffey Post 3 facilities.

1. I agree to provide a copy of my driver's license to the James E. Coffey Post prior to the rental date.
2. I agree that the facilities shall be left in the same condition as when rented. No tape of any kind shall be used to put up decorations. All decorations removed, all trash placed in the trash cans, all floors swept, folding chairs will be broken down and leaned against the wall. For safety reasons, Post 3 members will break down the tables.
3. If a bar is desired, it shall be operated by the James E. Coffey Post and its personnel, with the proceeds to be retained by the post.
4. No alcoholic beverages may be brought into the venue by the renter or associates. Init:()
5. I agree that any criminal mischief or vandalism caused by any person or persons attending the function, shall be the sole responsibility of the person renting this facility. I further agree to pay all damages caused by such mischief or vandalism. If attorney fees are required to collect for damages, they shall be the responsibility of the renter.
6. I agree to hold harmless The James E. Coffey Post 3, The American Legion, and or their employees and officers from any injuries resulting from misuse of the facilities, conduct of their guests, or from any conditions above and beyond responsibility or control. I further agree that any injuries are the sole responsibility of the renting person or group.
7. I acknowledge that the basic hall rental fee only entitles the renter to the use of the hall; restrooms, tables and chairs.
8. I agree that the deposit (not considered part of the rental fee) shall be paid upon execution of this agreement. The funds shall be retained to be refunded upon adherence to this contract by the renter and verified via a satisfactory walk through of the rented facilities by the Post House Committee representative.
9. I agree that this contract/agreement can be canceled after review of the House Committee. I agree that this contract/agreement can be canceled by written notice from the renter at least (15) days prior to the scheduled function. Failure to cancel (15) days prior to the scheduled function. will forfeit the security deposit and allow the Post to rent the hall. The renter may appeal to the House Committee for reconsideration. In the event of a cancellation by the House Committee, a full refund and an explanation shall be provided to the renting party within 30 days.
10. Violation of this agreement could result in disciplinary action by the House Committee and forfeiture of all monies paid to The James E. Coffey Post 3.
11. The lounge manager or a member of the House Committee can terminate your function for JUST CAUSE. Termination by the Post shall be cause for forfeiture of the rental fee and security deposit.

PERSON RENTING THE FACILITIES

Print Name: _____

Signature: _____

Date: