

Robert Jack VFW Post 1322

Building Rental Rules and Regulations and Lease Agreement

Person Responsible: _____

Address: _____

City: _____ State: _____ Zip code _____

Phone: _____ Alternate Phone: _____

Function: _____ Attendance: _____

Date(s) Requested: _____

Time(s Requested): _____

Fee: _____ Receipt#: _____

The purpose of this facility rental agreement is to allow individuals, groups or companies to use the facilities for their private functions.

Rental Procedures

Rental of this facility will be allowed with at least a two week advance notice of the event. At the time of rental the renter will provide detailed contact and event information. Some large events (over 100 participants and/or organized events) may require additional planning and should begin the application process no less than 30 days in advance.

Rules and Regulations for Rental

1. You must have an approved reservation form with you to use the facility. Use the space only the hours you have reserved.
2. You must arrive and depart for your scheduled reservation on time.
3. Please leave the space in the condition you found it. If there are broken chairs, tables, or any other damage please notify the Commander or Building Manager. If not, you will be responsible.
4. No decorations may be hung from the ceiling, walls, or doors. You may decorate the tables and chairs or have free standing decorations.
5. Decorating, setup, break down, and clean up need to be completed within your scheduled rental time, unless previously approved. There is a dumpster on site to dispose of large and bulky objects.
6. No active games or sports may be conducted inside rooms; you may go outside to do so. Children are not permitted to run inside any facility.
7. There is no smoking and/or use of narcotics in this facility. Consumption of alcoholic beverages on a case by case basis with prior approval.

8. Only tables and chairs are provided with the rental of facilities and they must be kept inside facilities. Setting up tables and chairs are the responsibility of the renter. All other amenities are the renter's responsibility. Please leave tables and chairs set up upon completion of your event so that staff can inspect. If it is determined you or your participants have caused undue damage.

9. There is a \$35.00 charge for checks returned due to insufficient funds.

10. Outside vendors are not allowed to operate within the grounds of this facility without prior approval from the VFW Post.

11. Parking is allowed on marked parking spaces only. No parking on grass.

12. Loud and excessive noise (including amplified music) is prohibited

Violation of the Robert Jack VFW Post 1322 rules and regulations may result in the additional fees and/or cancellation of the event.

FEE SCHEDULE

Pavilion Only:

\$40 / 4 hrs

\$65 / All Day

Building & Pavilion:

\$65 / 4 hrs.

\$130.00/All Day

No Refunds: Rain Checks may be given if the event is canceled within 7 business days of rental date.

Smoking is prohibited In Side.

No outside vendors without prior approval by the VFW (Deposit May Be Required)

Payment is DUE at time of Application.

Approve: _____

Approving. Authority: _____

Disapprove: _____

Title Print Name

By signing this agreement you indicate that you understand and will abide by these rules. Failure to do so will result in the denial of any future attempts to reserve this facility from the Robert Jack VFW Post 1322.

I AGREE TO ABIDE BY ALL RULES AND FEES LISTED IN THIS AGREEMENT

Signature of responsible person: _____ Date: _____