



Harry J. Conway Post 135 Sabattus, Maine

HALL RENTAL POLICY

The American Legion Post 135 building is separated into two sections for the purpose of Hall rentals. Section one is referred to as the “Downstairs” which is the basement portion of the building. Section two is referred to as the “Upstairs” portion which includes the Wright Brothers Hall and the bar area. Access to the loft area is limited to staff personnel only.

1: RULES AND STIPULATIONS FOR UPSTAIRS AND DOWNSTAIRS HALL RENTALS

- A. State law requires all alcohol must be purchased at the Legion bar.
- B. All persons must be 21 years or older to purchase or consume alcohol.
- C. No alcohol outside or building unless in designated outside area.
- D. Smoking in the American Legion building is strictly prohibited.
- E. Renting the Hall for the purpose of gambling is strictly prohibited.
- F. The Hall renter must be present throughout the entire event.
- G. The Hall renter will sweep, clean, dispose of the trash in the dumpster located in the NW corner of the parking lot, and return all tables and chairs to their original positions for the space rented.
- H. The Upstairs and Downstairs Hall will not be rented simultaneously by two separate parties.
- I. Standard allotted time for Hall rentals is 4 hours for the event and 1 hour prior to, and following the event to allow for set up and cleaning (6 hours total). Allotted times may be increased in 1 hour increments according to the stipulations set forth in the Rental Contract.
- J. If the renter is a member of Post 135 and chooses not to have a Bartender, the member will ensure that no alcohol is present either inside or outside of the building. The member will also be liable for any fines incurred.
- K. You cannot be the renter **and** the Bartender.
- L. The Hall rental fee will be waived for past or present Post 135 Commanders in good standing. All other fees and policies apply.

2: SPECIAL PROVISIONS FOR RENTING THE UPSTAIRS (WRIGHT BROTHERS) HALL

- A. The rental shall not conflict with a regularly scheduled event.
- B. ***The integrity of Harry J. Conway Post 135 and Wright Brothers Hall shall not be impacted.*** The walls of the upstairs are not to be covered, items removed, or items tampered with during a Hall rental. Decorations are permitted as long as they are not hanging on the Legion walls or covering objects on the walls. Examples: Streamers hanging from one corner of the Hall to the next is permitted. Party décor hanging from the ceiling, a display poster or collage that is resting on an easel of some sort and balloons tied to a chair or free floating is permitted. Rearranging tables and chairs is permitted. It is imperative that the integrity of the Post is preserved and respected. This is the home of the Legionnaires and its affiliated membership. Respect and dignity is the responsibility of the Hall renter, their guests, and the Legion staff providing support services.



3: HALL RENTAL OPTIONS

- A. ***Downstairs Hall Rental:*** Includes the use of the galley. If a Bartender is present, guests are welcomed into the bar area to converse and purchase drinks. This excludes access to Wright Brothers Hall. ***Downstairs Hall rental is limited to 90 people.***
- B. ***Upstairs Hall Rental:*** Includes a Bartender and limited access to the downstairs kitchen and common area to store food, gifts, etc. Guests shall not congregate in the basement area. ***Upstairs Hall rental is limited to 115 people.***
- C. ***Upstairs/ Downstairs combined Hall Rental:*** Includes a minimum of 2 Bartenders/ Caretakers. ***The combined Hall rental is limited to 185 people.***

All Hall renters must review the Harry J. Conway Post 135 Hall Rental Policy prior to signing a Hall Rental Contract. The Hall Rental Contract confirms the Hall renter understands the rules, stipulations, and guidelines provided in this policy.

This Hall Rental Policy Agreement requires a biannual review and renewal by the Officers and membership of American Legion Post 135. This Policy is scheduled to expire the 1st Monday of January 2021.