



**American Legion Harry J Conway Post 135
40 Island Road
Sabattus, Maine 04280**

MEMORANDUM FOR RECORD December 31, 2016

SUBJECT: Hall Rental Policy for Harry J. Conway Post 135

The American Legion Post 135 building is separated into two sections for hall rental purposes. Section one is referred to as the 'downstairs,' the basement portion of tile building. Section two is referred to as the 'upstairs,' this portion includes the Wright Brothers Hall and the bar area. Access to the loft area above the bar 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 of bull ding.
- d. Smoking in the American Legion is prohibited.
- e. Renting the American Legion post 135 building (upstairs or downstairs) for the purposes of gambling is prohibited.
- f. The hall-renter must be present throughout the event.
- g. The hall-renter will sweep, clean, dispose of trash in the dumpster located in the North West corner of the parking lot, and return all tables and chairs to their original posture 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 with an additional one hour allotted before and after the event for set up and cleaning (6 hours total). Allotted time for hall rentals may be increased in one hour increments and shall be agreed on when signing the Hall Rental Contract and commitment to by Legion support services.

HARRY J. CONWAY POST 135 - HALL RENTAL POLICY

- j. If the hall-renter is a member of Post 135 and chooses to not have a bar tender, 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.

- k. You cannot be the renter and the bartender.
- l. The hall-rental fee shall be waived for past or present Post 135 Commanders in good standing. AU other fees and policies apply.

2. Special Provisions for renting the upstairs (Harry J. Conway Post 135):

- a. The rental should not conflict with a regularly scheduled event.
- b. The integrity of Harry J. Conway Post 135 and Wright Brothers Hall will not be hindered. 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 a room to the next is permitted; Party decor hanging from the ceiling is permitted. A display poster or collage that is resting on an easel of some sort is permitted. Balloons tied to chairs or free floating balloons from the floor up are permitted. Rearranging tables and chairs is permitted. It is imperative that the integrity of the Post is preserved and not disrespected. 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 for the event.

3. Hall Rental options:

- a. Downstairs Hall Rental- Includes the use of the galley. If a bar tender is present, guests are welcomed into the bar area to converse and purchase drinks. This excludes access to the 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. Guest will not congregate in the basement area. Upstairs Hall-rental is limited to 115 people.
 - c. Upstairs and Downstairs Combined Hall Rental- includes a minimum of two bartenders/caretakers. The Combined Hall Rental is limited to 185 people.
4. 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 that the Hall-renter understands the rules, stipulations, and guidelines provided in this policy.
5. This Hall Rental Policy Agreement requires a biannual review and renewal by the officers and membership of the American Legion. This policy is scheduled to expire the first Monday in January 2019.

**AMERICAN LEGION OFFICERS OF
HARRY J. CONWAY POST 135**

HARRY J. CONWAY POST 135 - HALL RENTAL POLICY