



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 and is responsible for any damages or fines incurred.
- 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 or damages 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. This applies only to personal use. All other fees (bartender, etc) 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.

Signature of Person taking Acknowledgement: _____