

# LEGION HALL RENTER'S DO'S AND DON'TS

May 3, 2001

## DO:

- ✓ Contact the club manager if you have questions or comments about the building, equipment, parking or rental agreement.
- ✓ Respect Legion property. Treat our property like you'd like us to treat yours.
- ✓ Report any damage or facility problems to the club manager immediately.
- ✓ Feel free to rearrange tables and chairs to suit your needs.
- ✓ Familiarize yourself with exit locations and fire extinguisher locations.
- ✓ Return tables and chairs to their original locations after your event is concluded.
- ✓ Sweep and vacuum floors, and wipe dirty tables and counters off.
- ✓ Turn off lights and turn down heat when you leave the club.
- ✓ Clean up spills immediately.
- ✓ Obtain the services of a licensed bartender when alcoholic beverages are served.
- ✓ Obtain appropriate city permits for raffles.
- ✓ Cancel rental more than 30 days prior to rental date for a full refund of deposit.
- ✓ Return keys as soon as possible following the rental. You should make arrangements with the club manager for key return.

## DON'T:

- ✓ Allow uninvited guests to attend events.
- ✓ Allow guests to become unruly to the point that property damage occurs.
- ✓ Tape, tie, nail or staple decorations or signs to walls or ceiling tiles or gridwork without prior permission of the club manager.
- ✓ Operate or condone any illegal activity on Legion property.
- ✓ Exceed the building capacity of 99 persons.
- ✓ Forget that the renter is responsible for minimal clean-up and for any property damage.
- ✓ Smoking. The Legion Hall is a smoke free facility. Please ask guests not to smoke.

