Louisiana Department of The American Legion
P. O. Box 30
Minden, Louisiana 71058

THE AMERICAN LEGION HALL RULES AND REGULATIONS

119 PINE STREET, MINDEN, LOUISIANA

Contact Rental Manager John Becker : 318-497-3521 to make reservations

Maximum Capacity: **205**

Rental / Reservation Fee: *__Due when reserving__* 50 percent is forfeited unless hall is rebooked then full refund. $200 Friday or Saturday 4 p.m. – midnight : $100 Sunday – Thursday 4 p.m. – 10 p.m. 25% off lowest rent on consecutive day: 10% Military or 20% American Legion Discount.

Damage / Cleaning Deposit: $100 per rental period – **Fee due** before receiving keys. Refundable upon inspection.

Extended Rental Fee: $10 per hour beyond the initial reservation period.

RULES AND REGULATIONS:

1. **NO ALCOHOLIC BEVERAGES** permitted on the premises (defined as the American Legion Hall and the surrounding area bounded by Pine Street on the east, chain link fence on the north, masonry wall on the south, and wooded area on the west).
2. **NO SMOKING** inside the building.
3. **NO WEAPONS** permitted on the premises.
4. **ALL** functions must terminate no later than **midnight**.
5. **LESSEE is responsible for:**
    a. Pick up and return the building key to the Rental Manager at the earliest opportunity and before the damage deposit is returned : 318-497-3521. There is a **$25 fee** charged for each key lost.
    b. Return all tables and chairs to their original locations **(see attached layout)** unless otherwise authorized.
    c. Securely lock all doors and windows prior to leaving the building.
    d. Turn off all lights (except the center kitchen light), kitchen stove top, grill and ovens prior to leaving. Prior to leaving the building, **set the air conditioner thermostat at 80 degrees during summer or the heater thermostat at 60 degrees in the winter.**
    e. Frying on the cook stove top is prohibited.
    f. Completely clean the building during the rental period unless otherwise authorized. Cleaning will include all areas such as, but not limited to, the following:
        i. Remove **ALL** trash inside and outside to the trash receptacle (trash bags are not furnished).
        ii. Sweep **ALL** the floors and mop up any spills (using soap and water).
        iii. Clean the tables and chairs as needed (using soap and water).
        iv. Clean the kitchen (if used) and appliances. If the stove griddle is used, empty the grease trap (not in sink) and wash with soap and water.
        v. Bathrooms **MUST** be left clean and in a presentable manner.
    g. Abide by all city, parish, state, and federal laws and ordinances.
    h. Ensure there is no damage caused to the building's interior, exterior, or the property during the event.
    i. Ensure all property belonging to the facility remains when the function concludes.

6. **Public event (Dance etc....) is permitted under the following conditions: there must be at least one (1) off-duty Minden Police Officer** present during the function at a pay rate determined by Minden Police Department; the Lessee **MUST** coordinate hiring the off-duty officer(s) with the Minden Police Department Chief or Assistant Chief of Police, in advance of the function; and the Lessee **MUST** provide The American Legion Wiley-Pevy Post #74 with a signed ***Off-Duty Officer Agreement*** at the time the rental fees are paid.
7. Functions such as family reunions, children's birthday parties (ages 15 and under), and church sponsored events are excluded from hiring an off-duty police officer. Additional exceptions may be granted on a case by case basis by the Post Commander or his designee.
8. No tape, nails or tacks are to be used on the walls or doors.
9. **Failure to follow the rules and regulations will result in loss of rental fee, forfeiture of the Damage/Cleaning Deposit and prohibit future rentals of the facility. This will include canceling all reservations that have been made.**

RENTAL AGREEMENT ACKNOWLEDGEMENT:

Signature of the Lessee below constitutes acknowledgement that said Lessee has read and understands the conditions of **THE AMERICAN LEGION HALL RULES AND REGULATIONS** and hereby agrees to abide by same and, furthermore, acknowledges and agrees that **violation of any of THE AMERICAN LEGION HALL RULES AND REGULATIONS listed herein will result in the Lessee forfeiting the Damage and Cleaning Deposit.**

I, _____ for _____, whose
(Printed Name) (Organization)

address is _____, _____, _____, _____,
(Street Address) (City) (State) (Zip Code)

telephone number (___)_____, am renting **THE AMERICAN LEGION hall for: _____ (state intended purpose/use of The American Legion Hall, for example, family reunion, children's party, dance, etc.)** **AND** do hereby certify that the above and foregoing is true and correct and agree to abide by **THE AMERICAN LEGION HALL RULES AND REGULATIONS** presented herein.

IN FAITH WHEREOF, I have executed this rental agreement on the

_____ day of _____, 20___.

_____
Signature of Lessee

ATTEST:

_____
Post Commander's Designee
Wiley-Pevy Post #74, Louisiana Department of The American Legion

FOR Office Use Only:

Date of Event: _____ Rental Start Time: _____ End Time: _____

Date Deposit Fee Paid: _____ Date Deposit Fee Returned/Retained: _____

Date Rental Fee Paid: _____ Date Extended Rental Fees Paid: _____ (if applicable)

Date/Time Key Checked Out: _____ Date/Time Key Checked In: _____

Facility Inspection conducted by:_____ Date Inspected:_____

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        ii. Sweep **ALL** the floors and mop up any spills (using soap and water).
        iii. Clean the tables and chairs as needed (using soap and water).
        iv. Clean the kitchen (if used) and appliances. If the stove grill is used, empty the grease trap and wash with soap and water.
        v. Bathrooms **MUST** be left clean and in a presentable manner.
    f. Abide by all city, parish, state, and federal laws and ordinances.
    g. Ensure there is no damage caused to the building's interior, exterior, or the property during the event.
    h. Ensure all moveable property belonging to the facility remains at the facility when the function concludes.
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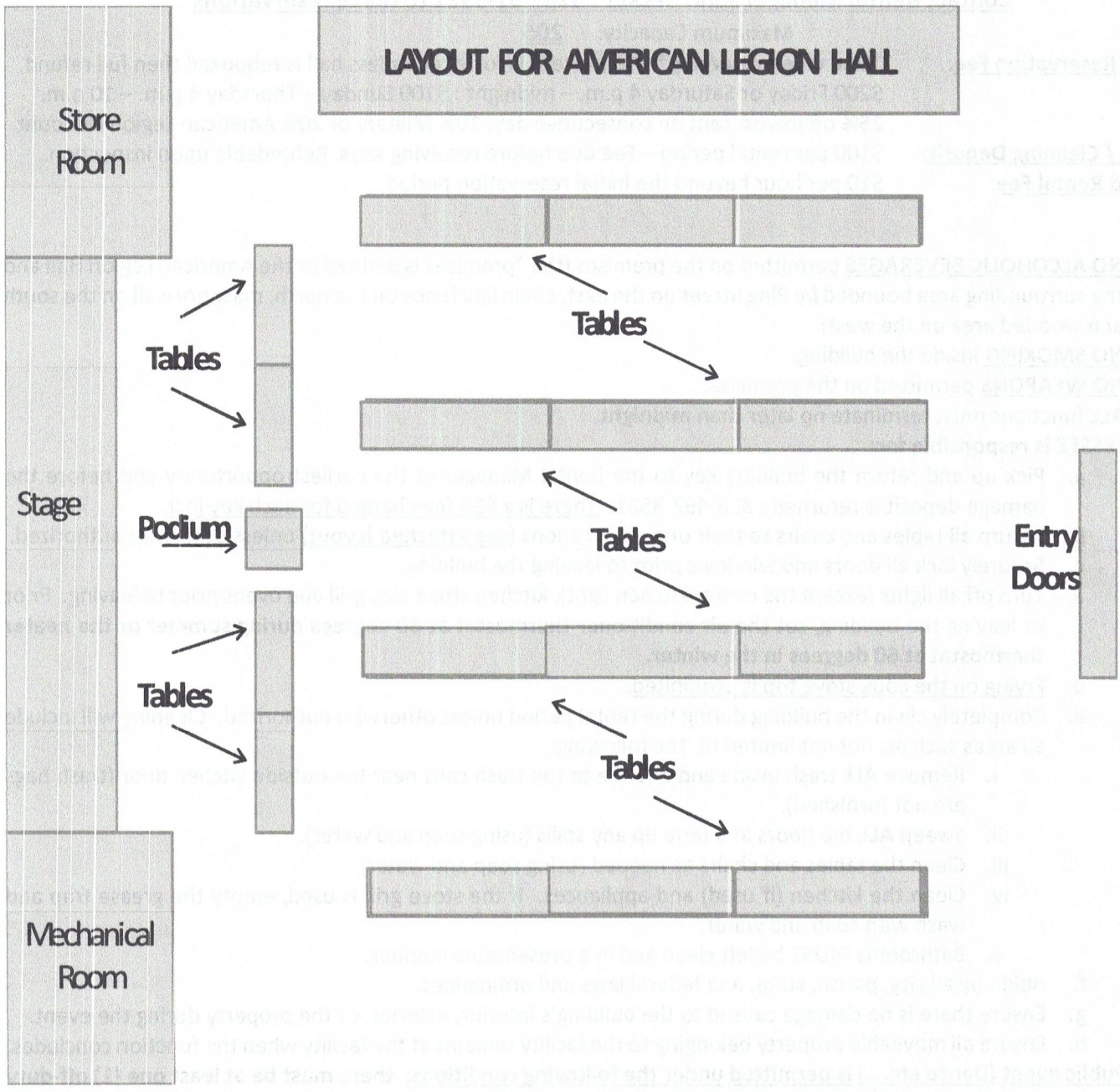
LAYOUT FOR AMERICAN LEGION HALL
Store Room
Tables
Tables
Stage
Podium
Tables
Tables
Tables
Tables
Entry Doors
Mechanical Room

OFF-DUTY OFFICER AGREEMENT

Signature of the Minden Police Officer(s) below constitutes acknowledgement that said Officer(s) hereby swears that they have been hired by the Lessee in an off-duty status to be present during the duration of the function, identified herein, has read, and understands the conditions of the **FOLLOWING AMERICAN LEGION HALL RULES AND REGULATIONS, 119 PINE STREET, MINDEN, LOUISIANA** and hereby agrees to ensure said rules and regulations are enforced during the duration of the function. The Officer further acknowledges they are to be paid by the Lessee at a rate of $_____ per hour, per officer, with a date, time, and method for payment to be agreed upon in accordance with policy established by the Minden Police Department.

AMERICAN LEGION HALL RULES AND REGULATIONS

EVENT Terminates at midnight.
NO ALCOHOLIC BEVERAGES permitted on the premises (defined as the American Legion Hall and property bounded by Pine Street on the east, chain link fence on the north, masonry wall on the south and wooded area on the west).
NO WEAPONS permitted on the premises.
NO SMOKING inside the building.

I, _____, Badge Number _____ for the Minden Police Department,
(Printed Name)
I, _____, Badge Number _____ for the Minden Police Department,
(Printed Name)
I, _____, Badge Number _____ for the Minden Police Department,
(Printed Name)

Police Department: 520 Broadway Street, Minden, Louisiana 71055, 318-377-1212. do hereby certify that the above and foregoing is true and correct and agree to enforce the **AMERICAN LEGION HALL RULES AND REGULATIONS,** at 119 Pine Street, Minden, Louisiana, 71055, presented herein during the following event:

IN FAITH WHEREOF, I have executed this acknowledgement on:

_____
Function

_____ _____
Sponsor Name/Title (Lessee) Contact Information

_____ _____ _____ _____ _____day of _____,20___
Date of Function Start Time End Time Signature of Lessee

_____ _____ _____
Signature of Minden Police Officer Signature of Minden Police Officer Signature of Minden Police Officer

_____day of _____, 20___ _____day of _____, 20___ _____day of _____, 20___

ATTEST:

_____ _____
Supervisor's Printed Name, Minden Police Officer(s) Required

_____ _____day of _____, 20___
Supervisor's Signature