

Proposed modification of the Hall Rental Guidelines

Adopted 05/27/2009

- **All rentals must be placed through our Rental Agents.**
- **One half of rental fees are to be paid in advance of the rental. Tax will be charged unless the renter can show tax-exempt status. The balance of the rental fees will be paid on the day of the rental.**
- **Free hall rental policy:**
 - **Long Valley Pioneers may use the facility free of charge for their Annual Picnic, usually held in August.**
 - **The family of a deceased Veteran, whether a member of the American Legion or not, may use this facility, including the main hall and meeting rooms, free of charge for a funeral or memorial service for the Veteran.**
 - **Valley County and the City of Cascade may use this facility as a polling place for all general and special elections, free of charge.**
 - **The American Red Cross may use the main hall for their regularly scheduled blood drives free of charge.**
 - **Members of Post #60 in good standing may rent the post for their own personal use free of charge, schedule permitting, upon approval of the Post Executive Committee.**
 - **The Cascade School District's Junior or Senior Class Student Organization may exchange their labor or services for the use of the facility by agreement with the Executive Committee of this post.**
- **A rental is not confirmed until the event is posted in the hallway of the Legion Hall.**
- **There is a \$200.00 minimum guaranteed sales requirement to have the bar opened. Under special circumstances, this requirement may be negotiated with the Post Executive Committee. The results of any negotiation must be in writing, and signed by a member of the Post Executive Committee. If the bar is open and meals are being served, then as a courtesy, Legion staff and bartenders shall be included in the meal at no charge.**
- **A mandatory \$100.00 cleaning fee as defined in the rental contract will be charged for all catered or non-catered rental events, except for those listed under "Free hall rental policy" in this document.**
- **There is to be NO COOKING AT ALL by the Lessees. The only exception is that one coffeepot may be plugged in.**
- **We allow Lessees to set up the night before their function if there are no conflicts. This does not entitle the Lessee to unlimited use of the hall or its facilities prior to their rental.**
- **Tables and chairs are not to be moved outside the building without express prior written permission of the Executive Committee.**
- **A broom, dustpan mop and bucket are to be left in the men's restroom and are available to Lessees.**