



American Legion Warren S. Hathaway Post 228

55 Roosevelt Avenue
Somerset, MA 02726

Telephone: 508-679-2380

email: mail@somersetpost228.org

INSTRUCTIONS FOR RENTAL FORMS

Please fill out the rental form COMPLETELY. Failure to fill out highlighted fields under “RENTERS INFORMATION”, or failure to sign the “Renters Agreement” will cause the American Legion to refuse your rental. You, who shall be known as the “Renter”, shall be solely responsible for the hall, equipment, building, and grounds during your rental. The building will be inspected before and after your rental.

NO RENTALS TO ANYONE UNDER 21 YEARS OF AGE

The key to the hall will be left in a key box on the left hand side of the front door. Please think of a 4-digit code that you can remember, and enter it on the bottom of the rental form. The code must be all numbers, and **EACH NUMBER MUST BE DIFFERENT** (no duplicate numbers). On the day of the rental simply punch in your 4-digit key box security code, and depress the top black button. The front of the key box will come off revealing the key. If you make a mistake, simply depress the center button to clear the lock, and try again. **WHEN YOU LEAVE REPLACE THE KEY IN THE BOX.**

For your information:

-THE HALL OCCUPANCY IS LIMITED TO 100 PERSONS.

-Table sizes: (rectangular) 8' x 30" - there are 10 (seats 8 to 10)

6' x 30" - there are 6 (seats 4 to 6)

(round) 6' - there are 8 (seats 8)

-Round tables are located in the closet to the Left of Stage.

-Parking lot lighting; switch is located on the side of stage, behind the Legion flag.

-Fan / Light switches located on the side of stage, behind the United States flag.

-Handicap ramp is located on the West side of building, off of the back hallway.

-If A/C is requested, Remote will be made available. (Otherwise A/C power will be off)

Please read and sign the attached agreement and return the forms, along with your payment within ten (10) days. Failure to reply within 10 days WILL result in the loss of your requested date.

RENTAL CANCELLATIONS WITH LESS THAN SEVEN (7) DAYS NOTICE WILL RESULT IN THE LOSS OF HALF OF THE RENTAL FEE.

PLEASE KEEP THIS COPY

AMERICAN LEGION POST 228 RENTERS AGREEMENT

By signing below I agree to the following:

NO RENTALS TO ANYONE UNDER 21 YEARS OF AGE



"For God and Country"

DURING THE RENTAL:

NO SMOKING IN THE BUILDING

THE HALL OCCUPANCY IS LIMITED TO 100 PERSONS.

BUILDING EMERGENCY CONTACT: 508-672-5866 or 774-526-3345

NO NAILS, TACKS, SCOTCH TAPE, OR MASKING TAPE ON WALLS, WOODWORK OR CEILING. You may use *EASY RELEASE* painter's tape on any surface in the hall to hang decorations. (Available at hardware & department stores, or purchased through us.)

CAUTION: WHEN USING THE LARGE 3 BAY SINK IN THE KITCHEN- HOT WATER TEMPERATURE ON THIS SINK IS SET FOR SANITIZATION. USE RUBBER GLOVES! SCALDING IS POSSIBLE!

-If you will be having a D.J. during your rental, doors and windows SHALL REMAIN CLOSED at all times. Excessive noise complaints shall be grounds for immediate termination of rental.

-Any spills are to be wiped up, or mopped up immediately.

-Use caution with helium filled balloons, they tend to get caught in ceiling fans and burn out the motor.

-Do not walk on the hall floor in stocking/bare feet. The floor is aged and splinters are possible.

-ALCOHOLIC BEVERAGES CANNOT BE **SOLD** WITHOUT A LIQUOR LICENSE.

IF YOU BRING ALCOHOLIC BEVERAGES, THEY MUST BE CONSUMED INDOORS.

Drinking in public (outdoors) is a crime, and you may be subject to arrest!

-AS WITH ANY PUBLIC BUILDING, RENTALS MAY BE SUBJECT TO INSPECTION BY POLICE, FIRE, OR CODE ENFORCEMENT DEPTS.

AFTER THE RENTAL:

- All areas of the building that were used are to be swept clean.

- Kitchen area and all appliances used are to be cleaned.

(Brooms, mops, and cleaning supplies are in the mop closet next to the Bathrooms.)

- All tables and chairs are to be wiped clean if dirty, and the hall is to be returned to the setting in which you found it. Any extra chairs used are to be restacked the way you found them. (A diagram of the "round table" set up may be found in the closet to the left of the stage.)

- All trash barrels are to be emptied. *This includes the Restrooms* **Trash is to be taken with you.** We have no facility for trash disposal. (Extra trash bags are in the mop closet.)

- All windows and doors are to be closed and locked when you leave. (Please leave Blinds closed in the Summer, and left open in the Winter.)

- Empty and turn off Refrigerator/Food Warmer when finished. TAKE ALL FOOD WITH YOU!

A "CLEANUP CHECKLIST" FORM MUST BE FILLED OUT AND SIGNED AT THE END OF YOUR RENTAL. A FORM IS PROVIDED WITH YOUR RENTAL APPLICATION. ADDITIONAL FORMS ARE AVAILABLE IN THE FRONT ENTRANCE WAY. PLACE COMPLETED FORMS IN THE MAILBOX OUTSIDE THE FRONT DOOR.

Rental cancellations with less than seven (7) days notice shall result in the loss of half of the rental fee.

WARNING: Any intentional or malicious damage to the property, the renter shall be held accountable and will be liable for payment, criminally prosecuted, or both.

Renter (print name) _____

Renter (signature) _____

Date signed _____

AMERICAN LEGION COPY: SIGN AND RETURN

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"For God and Country"

AMERICAN LEGION POST 228 RENTAL / MEETING CLEANING CHECKLIST



"For God and Country"

Check off each item that was completed. You may cross out any item that did not pertain to your rental / meeting.

- Sweep all areas that were used during your rental / meeting.
- Kitchen area and/or any appliances and sinks used, are clean.
- Turn off Refrigerator/Warmer. TAKE ALL FOOD / BEVERAGES WITH YOU
- Tables and Chairs are clean and set up the way you found them.
- Make sure all windows are closed and locked. Blinds closed summer/open winter.
- Turn Heat down to 45 degrees / Turn off Air Conditioners (if used)

ALL Trash barrels are to be emptied. TRASH IS TO BE TAKEN WITH YOU!

- Hall Trash barrels
- Bathroom Trash barrels
- Kitchen Trash barrel
- Lock front door and replace key in key box

Signing below indicates that you have performed the Post-Rental / Post Meeting items checked above. All rentals / meetings **WILL** be inspected afterwards.

NAME (print): _____

SIGNATURE: _____

ORGANIZATION MEETING (if applicable): _____

DATE: _____

**PLACE THIS COMPLETED FORM IN THE MAILBOX
OUTSIDE THE FRONT DOOR**