

## American Legion Post 403 - Veterans Reception Center Guidelines

Reservations are considered complete when a **signed rental agreement** has been completed, a **down payment** has been paid, and a **security/cleaning deposit** has been paid.

1. **Alcohol Use:** All users must sign and agree to the Alcohol Use Policy. All city and state liquor laws are to be followed and will be strictly enforced. No alcohol will be allowed to be brought onto the Veterans Reception Center property. Any opened alcohol container cannot leave the Veterans Reception Center building. A Van Meter police officer may be required during your event if alcohol is served. (See Alcohol Use Policy) Renter's Initials: \_\_\_\_\_
2. **Cleaning Responsibilities:** Renters must clean the facility according to the Cleaning Checklist after each rental. Renter's Initials: \_\_\_\_\_
3. **Contracted Time:** Reservations must include time for set-up before the event and clean up after the event. You or anyone associated with your event (caterers, decorators, entertainment, etc.) may enter the building no more than 15 minutes prior to your contracted set-up, as indicated on your Facility Use Agreement. Being in the building beyond your contracted time will result in additional fees. Please discuss with any outside vendors their need for set-up time. Renter's Initials: \_\_\_\_\_
4. **Decorations:** No taping to the walls (drywall, wood, stone) or windows. No hanging decorations from ceiling tiles. No open-flame candles. No confetti or glitter. If you have questions about whether or not a decorating technique might incur your responsibility for damages, please discuss your decorating plans with the Veterans Reception Center Manager prior to the event. Renter's Initials: \_\_\_\_\_
5. **Responsibility for Damages:** When arriving, it is the Renter's responsibility to report any damages to the Veterans Reception Center Manager in order that such might not be attributed to the user in the course of occupancy.

The Renter is responsible for any damage to the facility and equipment that may result from the use by Renter and their family and guests. Renter agrees to pay a damage deposit noted in the Fee Structure. The Veterans Reception Center agrees to return the full deposit to Renter after the event, conditioned upon timely return of any Veteran's Reception Center keys and satisfactory inspection of the Veteran's Reception Center and equipment.

Renter is responsible for the behavior of their guests and must ensure all people in attendance abide by the Veteran's Reception Center Guidelines. Renter's Initials: \_\_\_\_\_

6. **Room Set-up:** Room set-up is the responsibility of the Renter. Tables and chairs are provided in the rental cost. Allow approximately one hour before your event starts for setting up. Renter's Initials: \_\_\_\_\_
7. **Smoking Policy:** The Veterans Reception Center is a smoke free building. Please smoke in the designated outdoor smoking area and keep our property clean by properly disposing of cigarette butts. Renter's Initials: \_\_\_\_\_