

AMERICAN LEGION POST 208

Back Room Usage Policy – Members Only

The back room is available for the exclusive use of **Post 208 Members**. To ensure the safety and integrity of our Post, the following guidelines apply:

Member Responsibility

- **Presence Required:** The Member who signs the agreement **must** be present for the duration of the event.
- **Early Departure:** If the Member leaves before the event concludes, the event will be terminated immediately, and all guests must vacate the premises.
- **Policy Enforcement:** No refunds will be issued if an event is ended early due to the Member's departure. Furthermore, the Member will forfeit the right to use the room for future events.

Booking & Inquiries

To coordinate back room usage please complete **Back Room Usage: Date Request Form**.

Hours of Availability *(Subject to change based on Post requirements)*

Day	Hours
Monday – Thursday	3:00 PM – 8:00 PM
Friday – Saturday	12:00 PM – 10:00 PM
Sunday	12:00 PM – 5:00 PM

Fees & Deposits

- **Security Deposit:** \$50 (Due within two days of booking to secure the date and will be applied to your usage fee).
- **Facility Usage Fee:** \$200
- **Bartender:** \$100 (Covers up to 4 hours; \$50 for each additional hour).
- **Doorman:** \$100 (Required whenever a bartender is present, covers up to 4 hours, \$50 for each add. hour).
- **Entertainment/DJ:** \$50 (Requires prior approval from leadership).
- **Kitchen Use:** \$25 (For cooking/food prep, max 1 hour). *No charge for basic setup/plating.*

Clean-Up & Departure

The **Clean-Up Checklist** must be completed at the end of the event. This must be reviewed and signed by both the **Member** and the **Bartender** on duty before departure.

Revised: January 24, 2026

POST 208: BACK ROOM CLEAN-UP CHECKLIST

Event Date: _____ | Member Name: _____

To ensure the facility is ready for the next use and to remain eligible for future room usage, please complete the following tasks. Both the Member and the Bartender must walk through the room together at the end of the event.

General Area

- All trash collected and placed in the designated dumpster.
- New liners placed in trash cans.
- All tables wiped down and cleared of debris.
- Chairs pushed in or returned to their original positions.
- Floors swept (and mopped if any spills occurred).
- All decorations, tape, and signage removed.

Kitchen (If Used)

- Counters wiped down and sanitized.
 - All food items removed from the premises (do not leave in fridge).
 - All appliances turned off.
 - Sink cleared and rinsed.
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Final Inspection & Sign-Off

By signing below, the Member acknowledges that the room has been cleaned to Post standards and the event ended with the Member present.

Member Signature: _____ Time: _____

Bartender Signature: _____ Date: _____

Note to Member: Failure to complete this checklist or leaving the event before the Bartender signs off will result in the loss of future room usage privileges.

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Back Room Usage Confirmation

MEMBER INFORMATION

- Member Name: _____
- Member ID #: _____ Phone: _____
- Event Description: _____

EVENT DETAILS

- Event Date: _____
- Start Time: _____ End Time: _____
- (Note: Member must remain on-site until the end of the event.)

FEE WORKSHEET

| Service | Fee | Amount Due |

| Security Deposit (Due within 2 days) | \$50.00 | \$_____ |

| Facility Usage Fee | \$200.00 | \$_____ |

| Bartender (4 hrs; \$50/ea addl. hr) | \$100.00+ | \$_____ |

| Doorman (Required with Bartender) | \$100.00 | \$_____ |

| Entertainment/DJ (Requires Approval) | \$50.00 | \$_____ |

| Kitchen Usage (Cooking/Prep) | \$25.00 | \$_____ |

| ****TOTAL DUE**** | | ****\$_____**** |

DEPOSIT TRACKING

- Deposit Paid Date: _____ Payment Method: Cash Credit Card
- Received By: _____

MEMBER ACKNOWLEDGMENT

I have received a copy of the **Post 208 Back Room Usage Policy**. I understand that I **must be present** for the duration of the event. If I leave early, the event will be closed immediately, I will forfeit all fees, and I will be restricted from future room use.

Member Signature: _____ Date: _____

Post Representative: _____ Date: _____

OFFICE USE ONLY

- Bartender Scheduled: _____ Doorman Scheduled: _____
- Approved for Entertainment: Yes No N/A

AMERICAN LEGION POST 208

Alcohol & Conduct Agreement

Event Date: _____ | Member Name: _____

By initialing each section and signing below, the Member acknowledges and agrees to the following strict Post 208 regulations:

1. NO OUTSIDE ALCOHOL

- All alcohol must be provided through the Back Room Bar service.
- Absolutely no alcohol is permitted in the Back Room unless the Alcohol Room Use Fee has been paid.
- **Guests are strictly prohibited from purchasing alcohol in the Club Room and bringing it into the Back Room party.**
- Initial: _____

2. OPEN BAR & PAYMENT POLICY

- All sanctioned events with alcohol are considered an “**Open Bar.**”
- The Member assumes full financial responsibility for all alcohol consumed during the event.
- **Payment must be made in full via credit or debit card at the conclusion of the event.**
- Initial: _____

3. GRADUATION PARTY POLICY

- **There is a strict NO ALCOHOL policy in effect for all Graduation Parties.**
- No alcohol may be purchased, served, or brought into the room during these events.
- Initial: _____

4. ZERO TOLERANCE DRUG POLICY

- The use, sale, or distribution of **marijuana** (in any form) or **illegal drugs** is strictly prohibited on Post premises, including the **parking lot**.
- If a Member or guest is found in violation, the event ends immediately, all guests must leave, no refunds will be issued, and future room use will be banned.
- Initial: _____

5. LIABILITY & DISCIPLINE

- The Member is responsible for any and all property damage caused by guests.
- Violations are subject to review by the **Bar Board** and may result in the permanent revocation of Club Room privileges.
- Initial: _____

Member Signature: _____ Date: _____

Authorized Post Rep: _____ Date: _____

AMERICAN LEGION POST 208

Back Room Usage: Date Request Form

This form is a request only and does not guarantee a booking. No date is secured until the \$50 Security Deposit is paid and the request is approved by the Post.

MEMBER INFORMATION

- Member Name: _____
- Phone Number: _____ Member ID #: _____
- Email Address: _____

EVENT DETAILS

- Type of Event: _____
- Requested Date: _____ (Check calendar for availability)
- Estimated Guest Count: _____
- Requested Start Time: _____ Requested End Time: _____

SERVICE REQUESTS

- Alcohol Service? (If yes, requires Alcohol Fee, Bartender, and Doorman)
 - Is this a Graduation Party? (Strict **No Alcohol** policy applies)
 - Kitchen Access? (For cooking/prep - \$25 fee applies)
 - Planned Entertainment? (DJ/Music - Requires leadership approval)
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PRE-BOOKING ACKNOWLEDGMENT

Initial each point to indicate you have read the primary requirements:

- _____ I understand that as the Member, **I must remain present** for the entire event.
 - _____ I understand that **Marijuana and Illegal Drugs** are strictly prohibited on all Post property.
 - _____ I understand that **no outside alcohol** (including drinks from the Club Room) is permitted in the back room during the event.
 - _____ I understand that if alcohol is served, it is an **Open Bar paid by the Member** via cash, credit/debit card at the end of the event.
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Member Signature: _____ Date: _____

POST USE ONLY (OFFICE REVIEW)

- Date Received: _____ Received By: _____
- APPROVED * DENIED (Reason: _____)
- Security Deposit Collected (\$50): Yes No Date: _____