

For
God
And
Country



We
Help
America
Work

The American Legion

J.B. Clark Post 149 • 230 East Park Ave • Escondido Ca. 92025-1811
Tel: 760-745-1159 • Fax: 760-745-1676 • www.escondidolegion.org

Post 149 Rental Representative Guidelines

Dated: February 15, 2022

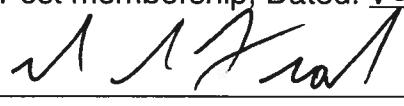
1. Once you have been requested to be a Post Rental Representative for an event, you will need to review the rental agreement with the Post Rental Agent at least 24 hours prior to the event and discuss any details and/or special requirements.
 - a. Special requirements may include use of pop ups, patio heaters, large coolers, etc.
2. The Post Rental Representative is typically paid a small fee for providing oversight for private rental events held at the Post. You are not only representing the Post, but the American Legion. As such, should refrain from consumption of alcohol prior to, and while conducting the duties of Rental Representative for the post during the rental event.
3. You are ultimately responsible of ensuring the renter returns the premises to the state of cleanliness it was PRIOR to their arrival and event.
4. Arrive a minimum of 30 minutes prior to the start of the rental event, unless specifically requested otherwise by the rental agent.
 - a. Renters are allowed in to decorate up to 2 hours before the event.
5. If they aren't already posted, put up signs that indicate "No alcohol beyond this point," at all gated exits.
 - a. The bartenders can assist in locating these signs.
6. Introduce yourself to the renter. Let them know you will be present for the entire event, in case they need toilet paper, pop a breaker, need garbage bags, have questions, etc.
7. Make sure renter knows where the restrooms and large trash bin are located.
8. No equipment is to be used by the renter with the exception of chairs and tables, UNLESS they have paid for rental of items such as coolers, patio heaters, etc. and it is clearly indicated on their rental agreement.
9. Ensure the correct number of tables and chairs are returned to Post storage after the event.
10. No lit candles are allowed at any rental event. Only battery operated or solar candles are allowed.
11. No confetti is allowed at any rental event.
12. No rice throwing is allowed at any rental event.
13. No piñatas of any size are allowed at any rental event. No alcoholic beverages of any kind can be brought on the premises by renter or guests as this is in violation of our liquor license. This includes the parking lot, hall, clubroom, patio grounds and side of the building driveway. All alcoholic beverages must be served by the Post Bartender.

- 14. Any person consuming alcoholic beverages must present valid picture identification as proof of legal drinking age.
- 15. Only juice, water, soda and milk are allowed to be brought on the premises by Renter for this event. Renter is to provide own cooler(s) and ice.
- 16. Renter is responsible for providing table linens, chair covers, coolers, cooking utensils, eating utensils, pots, pans, napkins, plates, and glassware for this event. Paying a "kitchen use" fee DOES NOT allow them to use any of our equipment.
- 17. Table and chair setup AND breakdown is the renter's responsibility. No indoor chairs or tables are to be moved outside. Any damage to chairs and/or tables will be removed from renter's damage deposit.
- 18. Any decorations brought in by the renter must be temporary in nature and not cause any damage to the facility. No decorations may be attached to the ceiling fans or light fixtures.
- 19. If balloons are utilized to decorate the premises, Renter is responsible for removal of all balloons, including popped balloon remnants from the property. Renter's damage/cleaning deposit will be charged for any time necessary to cleanup any decoration remnants.
- 20. Promoting and advertising of the event is strictly prohibited. This event is considered a private party.
- 21. Any person causing a disturbance, providing alcohol, tobacco, drugs, propaganda and items deemed inappropriate, will be escorted off the premises by the Rental agent, Security Personnel and/or Escondido Police Department.
- 22. Children are to be supervised at all times. Make sure children are not allowed to handle the memorial wall lights, climb on post monuments, into the fire pit area, nor throw rocks that are used for landscaping behind the memorial wall.
- 23. Watch the noise level of Band and DJ. Escondido Noise Ordinance limits noise levels from an activity that are audible at offsite properties. At any time of the day, a citizen of Escondido can complain about the noise level. If Escondido Police Department arrives, they will issue a warning. If the Escondido PD returns, they will issue a citation or notice of disturbance of the peace. If renter refuses to reduce noise levels and/or upon second notification by the Escondido Police Department that noise levels remain excessive, the rental agent will have full authority to end the function and cause all persons to exit the premises, with no refund to the renter for unused time.
- 24. At the end of the event, assist renter with replacement trash bags. Provide a broom and dustpan for cleanup purposes. Check the kitchen/BBQ for cleanliness if the renter utilized those facilities. Make sure all decorations are removed and there is no trash on grass or on the hall floor.

Approved by vote of Post membership, Dated: February 15, 2022

Signed:

Post Commander



Michael Frank

Dated:

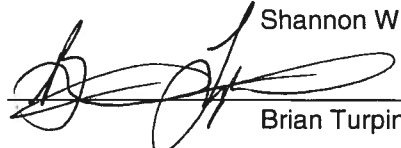
3/15/2022

Post Rental Agent

Dated:

Shannon White

Judge Advocate



Brian Turpin

Dated:

3/15/2022