

RENTING POST 159 AMERICAN LEGION HALL

Frequently Asked Questions:

1. Who can rent the hall?

Earl Graham Post 159 American Legion only rents the hall to members of Post 159. If you are a member of Post 159 American Legion, Auxiliary, or Sons of the American Legion, please contact Susan Marty [HallRental@ alegion159.org](mailto:HallRental@alegion159.org) for more information. You will need to provide a photo of your membership card, it must be active for the current year, and it must read "Post 159." For information about eligibility to become a member see our website <https://alegion159.org/index.html>.

2. What if my friend/relative is a member?

Only a member of Post 159 can rent the hall, sign the contract and accept responsibility for the key and the condition of the hall. Members are not permitted to rent the hall and let another party use it unless they are present for the event.

3. How much does it cost to rent the hall?

Rental requires a \$500 deposit to hold the date. Usage Fee is \$60 per hour/ 4 hour minimum, payable two weeks before the event.

4. What sort of rules apply to hall rentals?

You will sign a contract when you pay the deposit. You must agree to rules which include, but are not limited to the following: No smoking inside the building, no open flames, candles in holders must be approved in advance, no nails, tacks, staples, or tape which will damage the walls or furniture, no rice, confetti or glitter, no loud music after 10 PM, all events must end in time to vacate the building by midnight, alcohol allowed ONLY with compliance of TABC regulations for Sworn Law Enforcement Security Guards.

5. What are the cleaning requirements?

Post 159 expects its members to respect our ownership; investment in our property; clean up after any messes made in the kitchen, the restrooms, and the Hall. There is a checklist that you can follow to help remind you about removing décor, taking out the trash, putting back any tables and chairs used and returning the key. Failure to follow the checklist may result in the deposit being withheld and being ineligible to rent the hall in again.

6. When will I get my deposit back?

The deposit check is cashed and held until the key is returned and the building is inspected on the following business day. Our officers are volunteers and do not work at the Post full-time, so it may be 7-10 days until the deposit can be refunded by check. Prior arrangements can be made to pick up the check instead of mailing it.

7. Can I use the equipment?

Yes, you are welcome to use the kitchen equipment, beverage dispensers, serving dishes, etc. You must wash, dry and return anything that you use.

There is ice available in an ice machine in the kitchen.

A microphone and screen/projector are available with prior arrangement so that we can give you instructions. There are 10 round tables (seats 6-8) and 26 8-ft rectangle tables (seats 8-10) and two 6-ft tables in the Main Hall. The 100+chairs are blue plastic stackable. There are picture instructions for returning the table/chair configuration to the standard set-up. The air rifle targets cannot be moved without prior approval. There are 9 8-ft tables in the Auxiliary Room in the back. (Remember, you break it you bought it.)