

**THE AMERICAN LEGION
EARL GRAHAM POST 159
101 Waco Street, Bryan, TX**

FACILITY USE AGREEMENT

SECTION I – FACILITY USE TERMS

a. Use of tables and chairs is included for events held inside the main building. Tables and chairs for outdoor use are in the outside storage building.

b. Lessee Acknowledgment

Lessee must read and initial each paragraph below to indicate understanding and agreement:

(1) _____ Cancellation Policy: Cancellation made 30 days or more before the event will forfeit the security deposit only.

Cancellations made within 29 days of the event will forfeit 50% of the total lease fee.

(2) _____ Alcoholic Beverages: All events serving alcohol must comply with applicable laws and policies of the State of Texas, Brazos County, City of Bryan, and the Texas Alcoholic Beverage Commission (TABC).

(3) _____ The Lessee is responsible for ensuring compliance and is encouraged to contact the local TABC office for information.

(4) _____ Events serving alcohol must hire a licensed police officer, sheriff's deputy, or constable to provide security for the duration of the event. This expense is the sole responsibility of the Lessee.

(5) _____ Tobacco Use: The use of tobacco products inside the building is prohibited.

(6) _____ Electrical Use: The use of 220-volt circuits or modification of any electrical circuits or supply lines is prohibited. Violation will result in immediate termination of the event and forfeiture of all fees and deposits.

(7) _____ Open Flames: Candles are permitted only with proper holders and approval by the hall attendant. The use of smoke or fog machines is prohibited.

(8) _____ Children: Children must be supervised at all times, both inside and outside the building, by a person 18 years or older. If unsupervised children are warned twice by the hall attendant, the event may be terminated immediately, with forfeiture of all fees and deposits.

(9) _____ Decorations and Fasteners: The use of nails, tacks, staples, sticky tape, or any adhesives on walls or surfaces is forbidden.

(10) _____ Rice, Confetti, Glitter: The use of rice, confetti, or glitter is prohibited.

(11) _____ Music and Noise: All music must be turned down by 10:00 PM to ensure the sound does not carry outside the building.

(12) _____ Grease Disposal: Do not dispose of grease in the kitchen sink. Place it in the outdoor garbage container.

(13) _____ Event End Time: All events must end by midnight (12:00 AM), and the building must be secured by that time.

c. Violations

Violations of any prohibited items may result in partial or full forfeiture of the security deposit.

SECTION II – AGREEMENT AND LIABILITY

a. Lessee acknowledges receipt of this agreement governing the use of Earl Graham Post 159 facilities located at 101 Waco Street, Bryan, TX, and agrees to all stipulations and requirements herein.

b. Lessee agrees to release Earl Graham Post 159 from all claims or liability for damages or injury to any person(s) or personal property that may occur while on the premises, regardless of cause.

c. Lessee assumes full responsibility for the character, acts, and conduct of all persons admitted to any portion of the premises by the Lessee, their representatives, agents, or employees.

d. Lessee acknowledges that the paid usage time includes set-up and clean-up, such as arranging furniture, decorating, delivery of flowers or cakes, and set-up for bands or DJs.

SECTION III – SIGNATURES

Coordinator:

Signature: _____ Date: _____

Printed Name: _____

Home Phone: _____ Cell: _____

Lessee:

Signature: _____ Date: _____

Printed Name: _____

Home Phone: _____ Cell: _____

Street Address: _____

City, State, ZIP: _____

SECTION V – DISPOSITION

a. File Copy b. Hall Attendant Copy c. Lessee Copy

Comments:

Name of Attendant on Duty: _____

a. Violations (if any):

b. Damages (if any):

c. Other Comments:
