

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

RENTAL RATES AND SECURITY DEPOSITS

I. DEFINITIONS

Rental Rates

All rental rates and security deposits are established by the Post Executive Committee and are subject to change without prior notice.

Member

A member is defined as anyone in good standing who has maintained membership in the American Legion, Auxiliary, or Sons of the Legion for at least 5 years prior to the rental agreement. Members are eligible for a 25% discount on Main Hall rental fees.

Post Home Facilities

Refers to the building, parking area, and surrounding grounds located at 101 Waco Street, Bryan, TX.

Coordinator

A Post member assigned by the Commander to coordinate and manage facility rentals on behalf of the Post.

Attendant

A designated Post member responsible for safeguarding the Post's interests during rental activities. Duties include opening and closing the facility, operating the A/C and public address system as needed, and supplying cleaning materials such as trash bags.

II. FACILITY USAGE

Use of the Post facilities is granted based on a signed rental agreement. The premises may be used for commercial, educational, civic, religious, or social events as approved by the Coordinator. The American Legion reserves the right to cancel any rental if the event was booked under false or misleading information—either before or during the event.

III. RENTAL DURATION AND ADDITIONAL TIME

Rentals are available for 6-hour or 12-hour blocks, and time includes setup and cleanup.

Additional time will be charged at \$100 per hour (minimum one hour).

All events must end by 12:00 midnight.

IV. RENTAL RATES

Facility	6 Hours	12 Hours
<u>Main Hall</u>	<u>\$1,000</u>	<u>\$2,000</u>
<u>Auxiliary Room*</u>	<u>\$200</u>	<u>\$300</u>
<u>Club Room*</u>	<u>\$200</u>	<u>\$300</u>
<u>Patio*</u>	<u>\$200</u>	<u>\$300</u>
<u>Kitchen*</u>	<u>\$50</u>	<u>\$100</u>

***Note: The Auxiliary Room, Club Room, Patio, and Kitchen can only be rented in conjunction with the Main Hall.**

All rentals include the use of restrooms and ice machine.

Kitchen rental includes use of stove, refrigerator, and microwave

V. PAYMENT TERMS

All rental fees and security deposits are due in full at least 14 days prior to the event date.

No out-of-town checks will be accepted after this deadline.

Failure to pay by the due date may result in event cancellation and forfeiture of the security deposit

VI. SECURITY DEPOSIT

a. Deposit Requirements

A \$300 security deposit is due at the time of signing the Rental Agreement. The deposit may be:

Refunded in full if all terms of the agreement are met

Withheld partially or fully to cover:

Property damage

Unauthorized overtime

Excessive cleaning needs

Cancellation due to agreement violations

If damages exceed the deposit, the Lessee will be billed for the balance.

b. Return of Deposit

Refunds (or remaining balances after deductions) will be returned via check mailed by the U.S. Postal Service to the Lessee's provided address.

VII. CLEANING POLICY

General cleaning of the facility is included in the rental fee. However, if the event leaves behind:

Excessive trash

Major spills

Unusual messes beyond normal cleanup expectations

Additional cleaning charges may apply and will be deducted from the security deposit