

VFW Post 9271 Tonganoxie Facility Use Agreement

USE OF THESE FACILITIES DOES NOT CONSTITUTE ANY ENDORSEMENT OF ANY KIND TO ANY ORGANIZATIONS OR INDIVIDUALS USING THE PROPERTY. YOU ARE PROHIBITED FROM THE USE OF ANY LOGOS, SIGNS, BANNERS, FLAGS, PICTURES OR STATEMENTS THAT WOULD GIVE THE PERCEPTION OF ENDORSEMENT BY THE VFW OR POST 9271 TONGANOXIE KANSAS

The VFW Post reserves the right to cancel any event at any time if there is an anticipated violation of any rules, regulations or laws or if the Post requires the use of the facility for Official VFW functions. Any misrepresentation by the applicant will void any use of the facility.

Requested Facility

(Mark with initials the facility you wish to reserve)

- VFW Park Shelter_____ (Donation \$50.00 no security deposit)
- VFW Post home South side without kitchen_____ (Donation \$200.00) (Occupancy 80)
- VFW Post home North side with kitchen _____ (Donation \$250.00) (Occupancy 100)
- Both sides_____ (Donation \$450.00) (Occupancy > 100)

(Please Print)

Organization_____

Contact Info

Name_____

Phone _____ Email_____

Address_____

VFW members cannot reserve for non-members

VFW Member Number (If Applicable) _____ Post #_____

Date of Event_____/_____/_____ **Time of Event**_____

Estimated Attendance_____ **Event Description**_____

Security Deposit \$250.00 (Required to Secure VFW Post Home Reservation)

Date Paid_____/_____/_____

Received By_____

Facility Use Hold Harmless Agreement

The undersigned applicant agrees to abide by all rules and regulations of the VFW Post 9271 regarding use and clean-up of the VFW Facility. To hold harmless and to indemnify the VFW Post 9271 from any or all claims, losses, damages, actions, cause of action and liabilities of any kind to include alcohol use or nature, whatsoever by any person using the facilities or on the property herein described. In addition the undersigned applicant agrees to be responsible for the repair or replacement of any damage to the facility. It is understood by signing this agreement the undersigned applicant is entirely responsible for insuring all organizations/groups/individuals at the event understand and agree to comply with the conditions set forth in the VFW Post 9271 Facility Use Rules and Regulations and Facility Use Hold Harmless Agreement. The VFW Post 9271 does not assume responsibility for any damages, or injuries to individuals, or property at any time, especially when alcohol has been used while in or after leaving the VFW facilities.

Applicant

Signature _____ Date ____/____/____

Witness _____ Date ____/____/____

To guarantee reservation please sign and return **Facility Use Agreement, Facility Hold Harmless Agreement, Facility Rules and Regulations Forms with Security Deposit**

To

VFW Post 9271 Tonganoxie KS

P.O. Box 444

Tonganoxie KS 66086

Or

Email forms to

TonganoxieVFWPost9271@outlook.com

VFW Post 9271 Facility Use Rules and Regulations

Security deposit of \$250.00 and signed Facility Use forms are required to secure reservation. Please make all checks payable to **VFW Post 9271 Tonganoxie**. Tax exempt building donation is appreciated one week prior to the date of the event.

1. **No removal** of items from or defacement of the walls. This includes and is not limited to: plaques, photos, flags, artifact, bulletins, or veteran memorabilia that are on the property and in place in the VFW facility.
2. **No tape or nails used** on ceilings, display cases, cabinets, tables, trim or walls.
3. **No smoking** in the facility.
4. **Do not** lean chairs or tables against the walls. The chairs and tables when not in use are to be stacked on the designated table dollies and or chair racks.
5. **Children** will be supervised, by an adult, at all times while in a VFW facility or on VFW property.
6. **Failure to abide by any VFW facility use requirements, or cleaning/lock up requirements, as well as any damages caused by your event or guests, will result in forfeiture of your entire security deposit and you will be responsible for any further expenses incurred.**

Use of Facility Cleaning and Lock-Up Requirements

Post Home:

1. **Remove all trash** at the end of the event and take to the outside dumpster on the North side. This also includes emptying any outside trash cans.
2. **Kitchen Area: Clean**/wipe counters, sink and any spills on walls or floors. Wash/dry any dishes used and return to original location. Remove all items from refrigerator/freezer that are yours. If stove or oven is used clean-up is required.
3. Locked cupboards/cabinets are VFW use only and should not be forced open.
4. **Clean and dry all tables/chairs** of spills. Stack tables/chairs on designated table dollies and chair racks. **Sweep all floors and pick up dropped food/trash.**
5. **Bathrooms: Clean** up any messes made by your event. Empty all trash and place in dumpster outside.
6. **Service animals** are the **only** animals allowed in the building.
7. **Summer:** Air conditioning **turned off** after the event.

Winter: Heat to be **turned down** to 55 degrees after the event.

8. **Turn off** all lights.
9. **Lock** all outside doors and windows.
10. **Return** the key to the outside lock box immediately after your event.
(SHELTER HOUSE--ALL TRASH REMOVED/AREA LEFT CLEAN)

Applicant

Signature _____ Date ____/____/____