

American Legion Post 48

P. O. Box 323

820 South Alabama Avenue

Chesnee, SC 29323

www.americanlegionpost48chesnee.com

Building Rental Information

The contact person for renting the building is:

Building Manager — Richard Branch at 864-680-9105

General Rental Information	Fee
Cleaning Deposit - All Renters	\$100
Rental Fee non-Post 48 Members	\$150
Rental Fee Post 48 Members	\$75

Building Rental Rules:

1. All renters must pay a cleaning deposit at the time the rental is confirmed. The morning following the event, an inspection will be done. If the building is clean, the deposit will be returned. If the building is NOT clean, the deposit will be used to pay to have the building cleaned.

2. After the event, the person who rented the building is responsible for cleaning the floor and emptying all trash cans including bathrooms prior to leaving the building. All trash bags must be removed from Post property.

3. All decorations installed by renter must be completely removed. No attachment tape is to be left on any surface inside or outside of the building.

4. No permanent changes to any part of the building are permitted.

5. No flags, pictures, or anything else currently attached to the walls may be removed without prior written permission.

6. If any items in the kitchen are used, they must be washed and dried and returned to the location where they were found.

7. No Post 48 supplies (food, ice, paper plates, napkins, etc.) may be used. The only supplies provided by Post 48 are toilet paper, paper towels, soap (in bathrooms) and trash bags in the kitchen. This does not apply to paper towels in the kitchen.

8. Prior to leaving the building, check that all water is turned off and all lights are turned off.

When the air conditioners are used, they must be turned off at the circuit breakers in the kitchen; #8&9 & #10&11.

When the heaters are used:

(a) upon entering the building the knob on both heaters at each end of the room may be raised to a maximum 4V

(b) upon leaving the building the knob on both heaters at each end of the room must be lowered to a minimum 2V.

(c) under NO circumstances may the fireplace logs be used without the explicit permission of the Building Manager.

9. Rental payment and key return must be arranged with the Building Manager in advance of the event.

10. Violations of the above could result in subsequent billing by the Post Finance Officer and/or prohibitions on future use of the building.

11. Resolve all questions with the Building Manager prior to the event.

12. A printable PDF of the Building Rental Form can be downloaded from the Post web site.