

Fred Slayden Post #363  
P.O. Box 122  
Monroe, IA 50170

## Rental Agreement

Date of Rental Event: \_\_\_\_\_ # of guest expected: \_\_\_\_\_

Type of event: \_\_\_\_\_

Time to enter hall: \_\_\_\_\_ Time to exit hall: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt phone: \_\_\_\_\_

*Please read the rental agreement, sign and mail this page (1) to address below along with your deposit to secure the date! If you have any questions, you may reach out to Jen Timmins by calling/texting (641) 891-5633 or email at [mikejen@netins.net](mailto:mikejen@netins.net)*

Mail payment to: Jen Timmins, 9074 W 24<sup>th</sup> St S, Monroe, IA 50170  
Make checks payable to: Monroe American Legion - Post 363

Signature of  
Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Legion  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(member of e-board)

For Legion Use:

Deposit paid: \_\_\_\_\_

Fee paid: \_\_\_\_\_

## Rental Price

The deposit is due when you secure the hall for rental. The rental fee is due 30 days prior to the event.

The deposit is refundable upon inspection of premises. The renter is responsible for clean-up. If a refund is due, it will be sent via mail within 30 days of the event. Any damages, broken, or missing items will be billed to RENTER at replacement cost(s) and the deposit will not be refunded.

### Hall Rental Fee -

\$25/hour up to 4 hours + \$100 deposit

\$150 full day + \$100 deposit

~Monroe Post Legion members\* receive rental fee at  $\frac{1}{2}$  price + full deposit price~

\*Including: Legionnaires, Auxiliary, Riders, Son's, Cub Scout leaders, Boy Scout Leaders and El Maguey Lease Holder.

## Rental Rules

Smoking is prohibited by Iowa law, absolutely NO SMOKING!

Alcohol is available for purchase through El Maguey Mexican Grill and Bar only! Absolutely NO outside alcohol is allowed to be brought into the hall. Any violator will be asked to leave the premises at once and substance will be confiscated.

It shall be the responsibility of the RENTER, that no person under 21 years of age be provided with any alcoholic beverage, defined by Law for The United State of Iowa.

At no time shall open alcoholic containers be taken from the premises.

No decorations may be hung or tacked with nails or hooks from the ceiling, walls or woodwork other than those already provided by the Legion. Nothing is to be removed from the walls.

Small children must be supervised at all times.

All event activities in the hall are to conclude no later than 12:30a.m. unless otherwise approved.

## RENTER'S CLEAN UP DUTIES

MUST BE DONE SAME DAY AS EVENT UNLESS OTHERWISE AGREED UPON

### HALL CLEAN UP

Clear all tables - all remain liquids from cups, bottles, cans and glasses are to be emptied into the sink. Plastic cups and all paper in trash. Return all bottles, cans and glasses to bar area.

Wipe down all tables with clean wet cloths (found in drawer next to sink and below sink)

Wipe down hall sink and counter tops.

Pick up all paper trash from restrooms and put with hall trash.

Take all trash to the trash containers in back alley and next to back door. Please do not use trash containers that belong to other businesses!

All tables must be put back as originally found.

Empty all items from refrigerator if you used it.

All chairs placed on top of tables.

Sweep and mop floor. (Found in janitor closet next to men's restroom)

### DOOR CODE

Approximately 1 week prior to your rented date, we will provide you a personal code to enter through the hall doors. This is not to be shared with anybody.

### DEPOSIT REFUND

Upon your rented date, the hall will be inspected to ensure there are no damages and clean up has been completed. As long as the hall has no damage and the hall has been cleaned, you will receive your deposit within 30 days.

### QUESTIONS

Call or text Jen at 641-891-5633 - prefer a text

Don't hear from Jen, call/text Jason at 515-505-4420