

**HILLS AMERICAN LEGION BUILDING**  
**RENTAL POLICIES**

**RENTAL FEES:**

**Clubroom/Kitchen -**

**\$50.00 rental fee, plus \$300 deposit.**  
**\$300.00 rental fee for rentals that provide and/or serve alcohol.**

Rent due immediately or at least two weeks prior to the reserved date in order to secure the reservation. Any rentals that cancel within two weeks of the reserved date, wherein other rentals were turned away from such date, \$15 of the rental fee will not be refunded. **NOTE BELOW: more information regarding alcohol related rentals.**

**Auditorium/Kitchen/Clubroom -**

**\$150.00 rental fee, plus \$300 deposit.**  
**\$400.00 rental fee for rentals that provide and/or serve alcohol.**

Rent due immediately or at least two weeks prior to the reserved date in order to secure the reservation. Any rentals that cancel within two weeks of the reserved date, wherein other rentals were turned away for such date, \$50 of the rental fee will not be refunded. **NOTE BELOW: more information regarding alcohol related rentals.**

**RENTAL SHARING:** The rent may be shared if the parties are sharing the building on the same day and at the same time. Rentals that are at different times on the same day, both parties must pay the full amount of rent.

**DAMAGES/LOSS OF ITEMS/EXTENSIVE CLEAN-UP:** Any costs incurred due to damages, loss of items from the building, or extensive clean-up, which is determined by the City Council and caretakers of the building, will be withheld from the deposit and/or billed to the rental party.

**DEPOSIT REFUNDS:** Refunds will be based on the condition of the building following the rental. Refunds may take up to one week in order to allow caretakers of the building and/or the City Council time to review the building.

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**CANCELLATIONS:** Any rental person(s) that cancels within two weeks of the reserved rental date, wherein other rentals were turned away for such date, a portion of the rental fee, as noted above, will not be refunded.

**RENTAL CLOSINGS:** All rental parties and guests must exit the building no later than 1:00 A.M. and securely lock-up the building and turn-in any and all Legion building keys to the Hills City Office within 24 hours of the rental date.

Tables -	\$5.00 per table – must be returned within 24 hours of use, unless other arrangements are made with all parties involved. Table rentals must remain within the city limits of Hills.
Chairs -	25 cents per chair – must be returned within 24 hours of use, unless other arrangements are made with all parties involved. Chair rentals must remain within the city limits of Hills.
Coffeepots & Roasters -	\$5.00 per appliance – must be returned within 24 hours of use, unless other arrangements are made with all parties involved.

**ITEMS RENTED AND REMOVED FROM THE BUILDING**, such as tables, chairs, coffeepots, roasters, etc., must be monitored by the Legion caretakers prior to the removal, and at the time of the return. Items may not be taken out of the City limits of Hills.

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**ALCOHOL RELATED RENTALS:**

Any rental person(s) that allow alcoholic beverages to enter the building must obtain pre-approval from the City of Hills.

Rental fees are charged at the regular rate(s) as long as alcohol is on a “bring-your-own-bottle” rental agreement.

Rental fees are charged at the higher rate if alcohol is served, provided, or sold by the rental party. Also, the City must be provided with a certificate of liability insurance at least two weeks prior to the rental date. Such insurance may be obtained through rental person(s) home-owners insurance company, or with Security Savings Bank of Hills.

Rental fee is due and payable at least two weeks prior to the rental date.

Rental person(s) are responsible for monitoring the building, in order that no minors are in possession of alcoholic beverages. Also, any and all alcoholic containers and/or beverages must be properly removed or disposed of at the close of the rental activity, this includes within or around the premises of the building. The rental building will be inspected by the City Council and Caretakers of the building following the rental date, and any expenses incurred due to damages, loss of items, or excessive cleaning are the responsibility of the rental person(s), and will be withheld from the deposit and/or billed accordingly.