

***BOARD OF ADMINISTRATION***  
**BURRILLVILLE TOWN BUILDINGS**  
PO BOX 502, 144 HARRISVILLE MAIN STREET  
HARRISVILLE, RI 02830  
401-568-4300 EXT. 137

**APPLICATION FOR LEGION HALL RENTAL**

<b>TODAY'S DATE:</b>
<b>NAME:</b>
<b>ADDRESS:</b>
<b>PHONE NUMBER:</b>
<b>EMAIL ADDRESS:</b>
<b>RENTAL DATES/TIMES:</b>
<b>EVENT:</b>
<b>SIGNATURE OF APPLICANT:</b>

**BOARD OF ADMINISTRATION  
BURRILLVILLE TOWN BUILDINGS  
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HARRISVILLE, RI 02830  
(401) 568-4300 ext. 137**

**AMERICAN LEGION HALL  
Rental Agreement**

Any individual(s), group or organization wishing to rent the American Legion Hall must submit the following:

- Legion Hall Application for Rental (must be completed and signed by the applicant)
- Legion Hall Rental Agreement (must be signed by the applicant and Board representative)
- Payment in full of the total rental fee

Checks should be made payable to: **Board of Administration**

Effective February 2, 2016, the rental fee for the American Legion Hall is \$50.00 for (4) four hours; \$10.00 for each hour thereafter.

**The Board of Administration reserves the right to negotiate rental fees for special events.**

The Board will be responsible for all outside maintenance including snow removal and/or ice treatments.

**Restrictions:**

- The maximum capacity of occupants shall not exceed thirty-nine (39) persons, consistent with current State Fire Code.
- There shall be no alterations to the interior or exterior of the building, furnishings or any equipment without a written request and approval by the Board of Administration.

**No Alcohol/No Smoking Policy:**

**\*Please read carefully and initial your understanding of this policy: \_\_\_\_\_**

**ABSOLUTELY NO SMOKING AND NO ALCOHOLIC BEVERAGES ARE ALLOWED WITHIN THE LEGION HALL. NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE GROUNDS OF THE LEGION HALL.** Failure to adhere to the No Smoking/No Alcoholic Beverages Policy will prohibit further use of the Legion Hall.

**Rental Clean Up Policy:**

**\*Please read carefully and initial your understanding of this policy: \_\_\_\_\_**

All tables and chairs must be wiped clean after use and returned to the storage area. The kitchen counters, stove and microwave must be wiped clean. All trash must be bagged, tied and placed in the trash container located outside the back door of the Legion Hall. Recycle materials must be placed in the recycle container also located outside the back door. The floor must also be swept. **If these terms are not met, the Board of Administration reserves the right to have the hall professionally cleaned and the renter shall reimburse the Board for the costs associated.**

**Legion Hall Rental Agreement**  
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**The Board of Administration is not responsible for any personal property left in the Legion Hall.**

This entire Agreement consists of two (2) pages. By affixing their signatures on this written agreement, the parties acknowledge that they understand and agree to all the terms contained herein. A copy of this agreement shall be given to the applicant/renter.

\_\_\_\_\_  
Signature of Applicant/Renter

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representative of the  
Board of Administration

Date: \_\_\_\_\_

Revised: September 2016