



Tardiff-Belanger Post # 39  
20 S. Maple St.  
PO Box 144  
Madison, ME 04950

## **Operational Policies Manual**

### **Disclaimer**

Throughout this Operational Policies Manual including but not limited to references of Commander, Vice-commander(s), Finance Officer, Adjutant, Executive Committee, Finance Committee, General Membership, Legion, Legion Riders, Legion Auxiliary and Sons of the American Legion shall be construed to mean those that are a part of the American Legion Tardiff-Belanger Post 39, 20 South Maple Street, Madison, Maine 04950 unless otherwise delineated as belonging to a different organization.

### **Table of Contents**

Page 1 - Table of contents  
Page 2 - Preface, Commanders Authorized Expenditures Policy  
Page 2 - Monetary Donations Policy  
Page 2 - Finance Committee Policy  
Page 3 - Legion Hall Rental/Use Policy  
Page 6 - Rental Agreement Form  
Page 7 - Code of Conduct  
Page 8 - Executive Committee Approval

### **Preface**

Operational Policies are developed, changed, amended or deleted by the Executive Committee as recommended by the Legislative Committee.

Operational Policies will be annotated with final review date, the approved date and the date of the annual review by the Executive Committee.

All aspects of the Operational Policies shall be enforced and if some portion of an Operation Policy is found to be unlawful, unenforceable or illegal, the rest of the Operational Policy will continue in force.

The Executive Committee, through the Commander or his/her authorized representative shall insure that all Operational Policies are enforced. Please report any issues or violations immediately so that appropriate actions can be taken in a timely manner.

Any Operational Policy can be waived with approval of the Executive Committee, The specific waiver request shall be presented to the Executive Committee at the first scheduled Executive Committee meeting for approval/disapproval action(s) or, in the event of an urgent need of a resolution, by direct contact, such as telephonically or in-person, with **all** Executive Committee members for approval/disapproval action(s). Approval/disapproval action by the Commander or his/her designated representative to present that specific waiver request and voted disposition to the Executive Committee at the next scheduled Executive Committee meeting.

### **Commander's Authorized Expenditures**

The General Membership authorizes the Commander or his/her authorized representative to spend up to one thousand dollars (\$1,000) per calendar year and not to exceed two hundred dollars (\$200) per expenditure without approval of the Executive Committee as outlined in the waiver procedures found in the **Preface** of the Operational Policies Manual. These expenditures shall be for emergencies or necessary purchases.

All expenditures made by the Commander or his/her authorized representative in accordance with this policy shall be presented to the Executive Committee at the next scheduled Executive Committee meeting. This presentation shall include but not be limited to; the expenditure, the reason and the total cost. The presentation shall be annotated in the Executive Committee meeting minutes. These expenditures will come out of the appropriate line of the budget.

### **Monetary Donations Policy shall be by General Membership**

The following organizations have an annual automatic approval and do not require approval of the Executive Committee nor the General Membership to be funded:

Special Olympics - up to \$1,000

Veterans Organization, i.e., Togus, based upon request

All Monetary donation requests shall be in written/printed format and signed by an appropriate authorized representative of the requesting agency and shall be presented to the Executive Committee at the next scheduled Executive Committee meeting for approval/disapproval recommendation. The request will then be presented to the General Membership for concurrence with the Executive Committee's recommendation or to modify that recommendation at the first scheduled General Membership meeting following the Executive Committee meeting covering the request. All Donations shall be approved by the General Membership.

### **Finance Committee Policy**

The Finance Committee membership will be constituted as outlined in the Post Constitution and Post By-laws.

The Finance Committee will meet quarterly to review the budget, revenues, expenditures and any other financial matters as required. The Finance Officer will have all necessary information for those reviews available prior to the scheduled Finance Committee meeting.

The Finance Committee shall develop an annual budget and present that proposed budget to the Executive Committee for review at the scheduled May Executive Committee meeting. The Executive Committee's approved budget shall be presented to the General Membership for approval at the scheduled June General Membership meeting.

The Finance Officer will be prepared to explain the financial status at each General Membership meeting.

The Finance Committee shall be responsible for a Financial Audit of the Post, as set forth in the Post Constitution and By-Laws.

## **Legion Hall Rental/Use Policy**

### **Disclaimer**

Post 39 reserves the right to refuse rental and/or use of its facility located at 20 S. Maple St., Madison, Maine 04950 to any or all organizations, person(s) or groups, without prejudice.

### **Policy**

All requests for rental and/or use of the Post 39's facilities shall be by submitting an application in written/printed format and be signed by the responsible individual. The Post shall **NOT** accept bookings in any other format. Written/printed and signed requests shall include:

- Name of Event
- Date and time of Event
- Will Bar be needed
- Will kitchen be needed
- Estimated number attending

The following shall have priority of use of Post 39's facilities over all other organizations:

- Legion General Membership
- Legion Auxiliary
- Sons of the Legion
- Legion Riders
- Sea Cadets
- Sponsored Scouting Units
- Facility Renters/Private Parties, Weddings Etc

Fee(s) Rental (ALL PAYMENT WILL BE CASH OR CHECK ONLY)

Post 39 organizational use:

Auxiliary, SAL, ALR - No Charge

Sea Cadets - No Charge

Sponsored Scouting Units -No Charge

Post 39 Member & immediate family only-\$50 Member must be present during the event and must be in good standing

Non-Member - \$75.00

All Others - \$100.00

Open Bar:

Other than Legion Organizations:

Less than 100 people - \$100.00

(Up to 5 hours & 1 bartender)

100 people or more - \$150

(Up to 5 hours & 2 bartenders)

More than 5 hours - \$15.00 per hour per bartender

Charged in 30 minute increments

Monetary guarantee of \$150.00

If the bar does not take in this, then the person/organization shall offset the cost. Deposits & Fees

A \$50.00 deposit shall be made with the application.

A \$50.00 fee shall be charged for kitchen use.

Clean-up

The renter does the clean-up - No additional fee

The Post does the clean-up - \$50.00 additional fee

Rental/Use Rules

The table set-up will be done by the people/organization renting the Post 39 facilities.

Champagne must be purchased from Post 39 two (2) weeks prior to the Event.

All alcohol must be purchased through Post 39. No other alcohol shall be brought into Post 39 for consumption nor can any alcohol be removed from the Post 39 for consumption.

**NO ALCOHOL OR ANY TYPE OF BEVERAGE IS ALLOWED ON THE DANCE FLOOR DURING DANCES.**

Arrangements for decorations by the renter will be made when the rental agreement is signed. No decorations on Friday night if there is a function. No persons under twenty-one (21) years of age are allowed at the bar if the bar is open. All decorations must be removed at the end of the event or arrangements made to do so as soon as possible. No tacks or tape can be used on the walls. If the kitchen is rented, the organization must bring their own pots, pans, utensil and dishware or whatever else is need.

Behavior:

Post 39 is providing a service to all by allowing the rental/use of its property and facilities. Respect for its membership, property and facilities is required at all times. Misbehavior will not be tolerated. Post 39 retains the right to review any complaint or incident that may occur. These guidelines shall be equally applied to Renters and Guests:

Misbehavior while on Post 39 property or in Post 39 facilities include but is not limited to:

- Disrespect towards anyone.
- Excessive obscene or offensive language.
- Physical altercation
- Damage done to the Post 39 property or facilities  
(Reimbursement for damage and repairs will be required)
- Violation of any State, Local or Federal Law(s) Penalties:

Organization(s) or person(s) that violate the rules will be referred to the Executive Committee for a review of the violation(s).

Any organization or person(s) that do not abide by the rules can be restricted from future use of the Post's facilities. The following are guidelines for restriction:

- Warning
- Thirty (30) day ban
- One (1) year ban from Post 39
- Permanently banned from Post 39

(All permanent bans shall be reviewed annually by the Executive Committee)

This is just a working guide and the Executive Committee has the right to make changes based on the circumstances. This does not stop the Post from pressing legal charges when necessary, or to contact a local law enforcement agency, when needed. The accused has the right to be present and to hear and offer testimony at all meetings that may result in disciplinary action from the Executive Committee.

AMERICAN LEGION TARDIFF-BELANGER POST#39  
FACILITIES RENTAL AGREEMENT

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

Member/Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event \_\_\_\_\_ Date/Time: \_\_\_\_\_

Number of Attendees Anticipated: \_\_\_\_\_

Bartender Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, \$100.00 charges for 1 bartender for 5 hours for 99 people. If more than 99 guests, it will be \$150.00 for two bartenders for 5 hours. Anything over 5 hours will be \$15.00 per hour per bartender charged in 30-minute increments. If the bar is open, the lessee will guarantee the bar \$150.00. If the bar does not make this, then the lessee will offset the difference. (This does not apply to Legion Organizations Auxiliary, SAL, and ALR).

Kitchen Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, the charge will be \$50.00)

Clean-Up done by renter: Yes \_\_\_\_\_ No \_\_\_\_\_ (If Legion cleans up, \$50.00)

Rental Fee: Member \$50.00 \_\_\_\_\_ Veteran Non-Member \$75.00 \_\_\_\_\_ All others \$100.00 \_\_\_\_\_

Fees waived by the Post 39 Executive Committee: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount Waived \_\_\_\_\_ Date \_\_\_\_\_

**THE UNDERSIGNED INDIVIDUAL AGREES TO BE ENTIRELY RESPONSIBLE FOR ANY AND ALL LOSSES OR DAMAGES TO THE FACILITIES AND/OR PROPERTY, REAL OR CHATTLE OWNED BY THE AMERICAN LEGION POST #39 WHILE LESSEE AND/OR THEIR GUESTS ARE IN LEGION FACILITIES AND/OR ON LEGION REAL PROPERTY AND WILL ABIDE BY ALL POLICIES AND RULES SET FORTH BY THE AMERICAN LEGION POST #39. FURTHERMORE, THE UNDERSIGNED AGREES THAT THE AMERICAN LEGION POST #39 WILL NOT BE RESPONSIBLE FOR LOSS OF, DAMAGE TO OR THEFT OF PERSONAL PROPERTY NOR BE HELD RESPONSIBLE FOR ANY INJURY INCURRED THOSE PERSONS OCCUPYING THE FACILITY UNDER THE COVER OF THIS AGREEMENT.**

**THE UNDERSIGNED UNDERSTAND THE CONTENTS OF THIS DOCUMENT AND AGREE TO THE TERMS HEREIN AND TO ABIDE BY THE LEGION POLICIES. A COPY OF THE COMPLETE LEGION HALL RENTAL/USE POLICY SHALL BE AVAILABLE UPON REQUEST.**

\_\_\_\_\_

Renter's signature

\_\_\_\_\_

Post 39 Representative

**Payment by Cash or Check Only.**

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_

**Bartender's Comments:**

## **Code of Conduct**

Misbehavior while on Post 39 property or in Post 39 facilities includes but is not limited to:

- Disrespect towards anyone
- Excessive obscene or offensive language
- Physical altercation
- Damage done to the Post 39 property or facilities (Reimbursement for damage and repairs will be required)
- Violation of any State Local or Federal Law (s) Penalties

## **Alcohol**

No one under twenty-one (21) years of age is allowed to sit at the open bar nor be served any alcoholic beverages

No alcoholic beverages can be brought into nor removed from Post 39 facilities

No beverages of any type are allowed on the dance floor during sanction dance activities

## **Penalties**

Any organization or person that breaks the rules will be reviewed by the Executive Committee and recommendation be made to the Legislative body

Any organization that does not abide by the rules can or will not be allowed to rent the hall in the future.

The following are the penalties for individuals breaking the rules

- First offense – thirty (30) days
- Second offense – one year.
- Third offense – permanently banned from the post (to be reviewed once a year by Executive Committee)

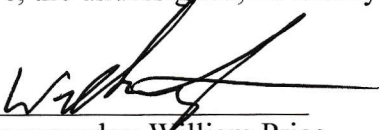
## **Disclaimer**


The Post 39 Executive Committee reserves the right to make changes to this document at any Executive Committee meeting based on given circumstances. Nothing in this document prevents Post 39 from pressing legal charges when necessary nor contacting law enforcement agencies when deemed necessary.


## Executive Committee Certification

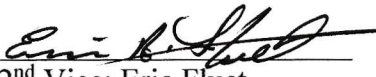
Approved by Two-thirds (2/3) Majority Vote of the Post 39 Executive Committee members on: 12 SEP 22.

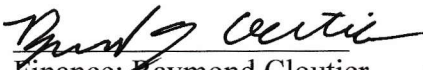
We, the undersigned, do hereby certify that the election results are true and accurate.

  
Commander: William Price

  
Adjutant: Robert Washburn


  
1<sup>st</sup> Vice: Robert Demchak


  
2<sup>nd</sup> Vice: Eric Fluet

  
Finance: Raymond Cloutier

## Executive Committee Members

  
Theodore Brown

  
Skip Gleason

  
Jimmy Pinkham