

**Application for Use of Facility  
American Legion Post 162  
98 Legion Place, Hillsdale, NJ 07642**

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

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

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date Facility Requested: \_\_\_\_\_

Usage: \$400.00 for a maximum 6 hour period. Refunded security deposit of \$200 to be provided when reserved and not less than 10 days prior to usage. If premises in good order, deposit returned within one week of usage. Usage donation due prior to rental date. Facility must be cleaned and vacated by end of 6 hour period.

Name and address of person who will be responsible, and at the facility during the usage period, if different from above. A copy of driver's license or other government id..

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Usage:** \_\_\_\_\_ **Number of Guests** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Purpose of use** \_\_\_\_\_

**Responsible Person's Homeowners Liability Insurance Carrier:**  
\_\_\_\_\_ **Policy #** \_\_\_\_\_

**If you do not have homeowners, you need to get event insurance at the [eventhelper.com](http://eventhelper.com).**

By signing below, the applicant hereby agrees to hold American Legion Post 162 harmless from any and all personal injury liability that may occur as a result of the actions of the applicant or its invitees and guests prior to, during, or subsequent to the affair. The applicant agrees to indemnify Post 162 for any damage to the personal property of the Post or invitees or guests of the applicant prior to, during or subsequent to the above affair. Agreed:

Applicant signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Legion Representative: \_\_\_\_\_

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**RENTER'S RESPONSIBILITIES**

**All music & All alcohol must stop at the end time of event.**

For the 1 hour of clean up following the event you are to:

- Stack chairs you have taken down up against the walls
- Sweep and mop all spills in the hall and kitchen
- Wipe down all the tables & surfaces including the kitchen
- Throw all garbage in garbage bag and place in cans in the back of building
- All bottles, cans and aluminum FREE from FOOD are to be placed in the BLUE recycling containers in the coat closet
- ALL cardboard FREE from FOOD are to be broken down and placed in coat room
- Only masking tape or 3M command strips can be used to adhere decorations to the walls and are to be removed completely and ALL balloons must be removed from the premises including those placed outside. Glitter is not allowed.
- You are to vacuum the hall, foyer & coat closet area (use the vacuum that can be found in the coat closet)

Please sign & date that you acknowledge these responsibilities

\_\_\_\_\_ date \_\_\_\_\_