Urbandale American Legion Post 663 Building Rental Guidelines

HALL: Urbandale American Legion Hall Post 663 has a capacity of 171 individuals as established by the Urbandale Fire Department. The building has one large room with two bathrooms available for renter's event. The kitchen area has one refrigerator with a top freezer and a microwave that are available for a renter to use. The stove and top burners are available for use. However, the griddle/flattop may NOT be used. The building has no ice machine or sound system. The building is equipped with Wi-Fi. The Wi-Fi password will be available on rental day.

Hours: Daily from 0800 to 2200 (8:00am to 10:00pm) unless reserved for another event. Event clean up must be completed within the rental time period or may be extended to 2359 (11:59pm) with an additional hourly fee charged of $50/hour from 2200-2300 and $75/hour from 2301 to 2359.

Rental Fees:

Rental fee is $40 per hour with a minimum of 3 hours plus a security deposit. The fee for early access to the building for event set-up will be $50. Early access to the building will depend on whether the building is available prior to the agreed upon rental time for the event.

American Legion Post 663 members in good standing may rent the building for $25 per hour or $200 per day. The member renting the building must be present or have another member in good standing of American Legion Post 663 present during the rental period.

Active duty or veterans of the military who are not members of American Legion Post 663 may rent the hall for a 10% discount.

Reserving desired dates and paying fees:

All renters must meet with the legion rental manager or the manager's designated representative. Renter and the manager or manager's designated representative will sign a rental contract. Manager will keep the original signed contract for the American Legion Post 663 files. The renter will receive a copy of the signed contract.

Renter must provide a current mailing address and phone number written legibly on the rental contract. Renter must pay the $200 security deposit at the time of signing the rental contract. The balance of the fees must be paid prior to rental date. If alcohol is involved, refer to the section in this document on alcohol. Upon receiving the balance of all fees, the manager will issue a side door entry code to the renter. Manager will activate the code on the day of the rental.

Alcohol at event:

If the renter chooses to provide alcohol at his or her event, only beer and/or wine may be served – no other alcohol. No alcohol may be sold to guests on the premises. If alcohol is provided to guests, the renter takes full responsibility for themselves and their guest.

An Urbandale police officer may be required the last 3 hours of the scheduled event depending on the length of the event. During rental negotiations renter and legion rental manager may agree to waive the requirements to have an Urbandale police officer present, if an additional security deposit is made. The renter is responsible for arranging police coverage and paying the current rate for required police coverage directly to the Urbandale Police Department. The security deposit for an event including alcohol is a minimum of $300 dollars.

If the renter or a guest brings alcohol to the event without meeting the previously outlined requirements for alcohol during an event, renter will forfeit a portion of the security deposit or all the security deposit. In addition, the renter will be charged if any additional damage occurs. Plus, the renter and guests may be asked to vacate the premises if the issue is not corrected.

Decorations/Set up:

Renter may hang decorations from the metal ceiling grid, but NOT from the ceiling tile. No staples, tacks, nails, or sticky tape may be used. Painter blue tape is encouraged to be used to secure decorations. ALL decorations must be removed on completion of the event.

Rental Requirements and Expectations:

- Renter will charge no entry fee to the building for any guests.
- The renter will return the hall accommodations to the exact state the hall was in prior to the rental event.
- Chairs and tables need to be returned as originally found or agreed upon with the manager.
- The volume of noise including music must be reasonable, being respectful of our neighboring citizens. This also includes outside of the building, and in the parking lot.
- Renter will clean up all sticky substances (e.g. gum) and spills on counter tops, floors, etc.
- Renter will remove all garbage from the building and place garbage in the dumpster.
- The front door Allen wrench (key) must be left in the Post mailbox, via the side door outdoor mail slot.

Note: The rental manager or the manager's designated representative can enter the building at any time during the rental period. In addition, renter relieves Urbandale American Legion Post 663 of all liability incurred under any circumstance during the event rental period.

Security Deposit Deductions:

We desire to return renter's security deposit. However, examples of why all or a portion of renter's security deposit may be withheld are:

- Consuming alcohol WITHOUT complying with alcohol terms - forfeit minimum of $100
- Excessive noise or rowdy behavior including the parking lot - forfeit minimum of $200
- Tampering with any locks in the building - forfeit minimum of $200
- Not leaving hall in prior agreed upon condition---decorations not removed, sticky items on table/chairs/floors (amount depends on the situation - charge of repair costs and time of labor may be charged)
- Failure to end the event at designated time or guests staying beyond the designated time – forfeit of $75/hour
- Chairs and tables are not properly returned to their original position or in a position agreed upon in advance with the rental manager. A picture on the bulletin board shows how the tables and chairs are stored – forfeit up to $50
- Kitchen, refrigerator, and microwave left messy – forfeit up to $75
- Failure to return front door Allen wrench (key) – forfeit of $25

This list is not all inclusive. In addition, excessive damage may result in denial of hall rental in the future.

Cancellation:

Cancellation of event must be made a minimum of 14 days prior to event date to avoid a cancellation fee. If the event is canceled less than 14 days before the event, the cancellation fee will be on a sliding scale: days 11-13 days $25; days 7-10days, $50, and less than one week $100. The cancellation fee will be deducted from the security deposit. If the event is rescheduled prior to the originally scheduled for the event the cancellation fee will be waived.

November 10, 2026

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