

**POST 318 CLUB ROOM UTILIZATION /
HONOR BAR / INVITED GUEST POLICY**

The following policies have been established to define and control the utilization of Post Club Room by Post 318 Members, SAL 318 Members and Invited Guests, and also address bar operations and the playing of playing of E-Bingo gaming machines.

A. The Post 318 Club Room:

1. Is available for the exclusive use by Post 318 / Squadron 318 Members and their invited guests [See policy information regarding defining “Invited Guest”].
2. Is available from 6 AM to 1:45 AM daily to all Post 318 / Squadron 318 Members in good standing, for socializing purposes. [*Building Alarm auto-sets at 2 AM.*]
3. Is not to be utilized for any routine scheduled or unscheduled meetings, or any activity which would deny or limit access to, or use by, Post 318 or SAL 318 Members for socializing purposes.
4. Can be used for any Post sponsored / hosted activity or event authorized by the Post Executive Committee(E.C.), or where E.C. determines an exception is required for “a necessary scheduled or urgent need meeting, due to unavailability of rental / meeting hall due to a conflicting rental, event or activity”. In such instance every effort shall be made to permit said Club room coexistence of any Post sponsored activity and Post/SAL social utilization.[For definition of “Post Sponsored / Hosted “ activity or event”, see Section D of this policy.]
5. Can be utilized by any guests invited by, and accompanied by, a Post 318 / SAL 318 Member for socializing purposes. For purpose of the clarification of definition of invited guests, all attendees at a “Post Sponsored / Hosted” Event may be considered as an “ Invited Guest” of the Post under Section D, of this policy.
6. Can be utilized by invited guests for bar/beverage service, as well as accessing Electronic Gaming Machines or other Club Room amenities, in conjunction with a Post / Squadron Sponsored / Hosted Activity or Event being held in the Patriot Center where previously approved by E.C., or where related to Section D. of this policy.
7. **Cannot be rented for any purpose.**
8. Cannot be used by anyone to the exclusion of other Post 318 / Squadron 318 Members, unless E.C. determines such exclusion is absolutely necessary and so provides advance notice of such short-term closure of Club Room to Post / Squadron members. Should such approval be considered by E.C., a major factor would be whether the size or nature of event request would inhibit the joint use of Club Room by event and usual and routine social purpose utilization by Post / SAL 318 members.

9. **Cannot be utilized, in conjunction with any “Private Party” rental of the Patriot Center.**
10. Operates using an “honor bar/beverage/snacks system” of payment for any and all Post provided beverages or snacks consumed or purchased, in accordance with the established Post 318 “Honor Bar” Specifics, except when a Post or SAL Member has been designated as the bartender based upon nature of a specific event. (See Section C. of this policy), and “Invited Guests Specifics” (See Section B. of this policy).
11. The Door leading to the Post's Office and Armory area is to be maintained in a closed position, at all times not being occupied, or in use by, a Post /SAL Member, during all events when Club Room is open to Invited Guests or Post / SAL hosted events attendees.
12. Access and use of the Club Room includes “kitchen” privileges by Post /SAL Members who must comply with the “Patriot Center and Kitchen Utilization Policy”.
13. All alcoholic beverages consumed within Post Club Room or Post Facility, **an Ohio Liquor Permit** premise, must be purchased from the Post beverage inventory, at E.C. established set prices. No BYOB!
14. No open alcoholic beverage containers are permitted to leave the Post / Patriot Center building.
15. Every attempt shall be made to leave Club Room in an orderly fashion,(ie: chairs and table returned to proper location if moved during Club Room usage, and all trash placed in proper containers) It is the responsibility of the last Post/SAL 318 member to exit the Club Room to assure all doors are shut and lights are out, unless another Post/SAL 318 member(s) still in facility agree to assume such responsibility.
16. All Post/SAL 318 members and guest(s) need to vacate Post premise not later than 1:45 AM as the Post's Security / Alarm system will auto-set at 2 AM.

B. “Invited Guests”-Specifics:

These requirements are applicable and expected to be followed by any Post or SAL member bringing / hosting an invited guest(s) into the Post Club Room, whenever the Club Room bar is not being manned by an assigned or designated Post or SAL 318 Member, in conjunction with a Post 318 Hosted Event(s), (in which case responsibilities for bar operations transfer to the Post Hosted Event bartender(s).) *NOTE:* Individual Post / SAL 318 members, at all times, retain all other responsibilities with respect to their personal invited guest(s) who are not in attendance as guest(s) of the Post Hosted Event. [For further information regarding Post Sponsored / Hosted Events see Section D. of this policy].

Post or SAL member responsible for hosting the invited guest(s) shall assume responsibility for the conduct and demeanor of said invited guest(s) while in Club Room.

1. Post or SAL member shall see that any of his hosted guest(s) that utilize the electronic gaming machines follow the posted rules regarding such usage. [For further info see Section E. of this Policy].

2. Post or SAL member shall be solely responsible for distribution of all drinks and snacks from bar supplies, in absence of a Post/Event designated bartender, and at no time shall any guest(s) be permitted access behind the bar.
3. Invited guests are not permitted to use the kitchen.
4. Guest(s) shall not be permitted access to Post's Office or Armory area, unless necessary for official business and in company of a Post / SAL Member.
5. Should any other non-Post/SAL 318 individual, NOT accompanied by a Post/SAL 318 member seek entry into Club Room, they shall be advised that access to Club Room is limited to Post/SAL 318 members and their invited guest(s). Should a respective Post /SAL 318 member currently utilizing Club Room wish, or choose, to allow entry by such non-Post/SAL 318 member individual(s), such individual(s) shall be considered as a guest(s) of said inviting Post/SAL 318 member, who shall be responsible for all actions and compliance by such guest in accordance with his policy.
[NOTE: American Legion Membership Card holders of other American Legion Posts, in good standing, , while welcome to visit our Post 318 Club Room when it is open, shall be considered as "invited guest(s)" of the on-site Post/SAL 318 member, or designated Post/event bartender, utilizing the Club Room at that time, and is subject to all applicable provisions of this policy.]
6. Under no circumstances shall any persons in attendance at a Post 318 / Patriot Center facility for a "PRIVATE HALL RENTAL EVENT", be granted access to Club Room as a guest, during the listed hours on the Rental agreement, unless accompanied by a Post / SAL 318 member. Even if the guest(s) and the hosting Post / SAL 318 member (who are attendees at the rental event) are in Club Room during the hours of the hall rental, they are prohibited by State Law from utilizing the electronic gaming machines, until after the ending hour of the rental event they were attending. They my however, consume beverages as permitted in this policy.
7. All invited guest(s) shall be expected to exit Club Room when their hosting Post /SAL318 member leaves Club Room, unless another Post/SAL 318 member present in Club Room assumes the hosting responsibility for the guest(s).

C. "Honor Bar / Concession" Specifics:

1. Post or SAL member responsible for hosting any invited guest(s) shall assume responsibility for assuring that all drinks or snacks consumed from bar supplies by the member or invited guest(s) are paid for.
2. Post or SAL 318 member shall be solely responsible for distribution of all drinks and snacks from bar supplies, and at no time shall any guest(s) be permitted to dispense beverages or concessions, or have access area behind bar. This Post/SAL 318 member present, in lieu of a Post / Event designated bartender, assumed responsibilities are inclusive of dispensing of, properly recording, and assuring payment for all beverages and concessions they, or their invited guests, personally consume, except where invited guest is as described in Section D of this policy.

D, “Post Hosted” Event Policy Regarding Invited Guest:

1. At the discretion of the Post / SAL 318 Member Coordinator of a “Post Hosted” Event (ie: Dance, Fish Fry, Euchre, Karaoke, Hosted Legion Meeting or Event, etc), said Coordinator can choose to open the Club Room for guests invited or in attendance at such “Post Hosted” event, PROVIDED that said Coordinator assumes responsibility for securing a Post / SAL 318 Member(s) to serve as a voluntary Bartender(s), accepting the responsibility for all dispensing of, and accepting payment for, all beverage and any other products dispensed or sold in Club Room during the period of that said “Post Hosted” Event, and also accepts responsibility for overseeing guests conduct of Event invited guests.
2. Coordinator shall determine the hours that any “Post Hosted” Event guests are permitted in Club Room, within established Post policy. All Social usage of Club Room utilization outside of “Post Hosted” Events shall revert to, and be governed specifically by the established “Post 318 “Honor Bar” and “Invited Guest Policy”.

E. Use of Electronic Gaming Devices:

1. Use of Electronic gaming Machines in Post Club Room, by either Post Members, SAL Members or any invited guests shall at all times be in compliance with State Law, Post 318's established “Electronic Bingo \ Internal Control Policy” and any other established rules or time limits (posted or non-posted) for usage of such machines.

F. Policy Infractions:

Violations of this established Club Room Usage Policy by Post 318 / SAL 318 Members, or any of their guests, may result in suspension or revocation of Club Room access privileges of the Post 318 / SAL 318 Member responsible for the infraction or permitting the infraction(s), at the discretion of the E.C.

The adoption of this revised and amended policy cancels and replaces the previous Post 318 Club Room Utilization policy.

Adopted at the February 28th, 2024 meeting of the Post Executive Committee.

Attested to by: Bob Carey , Post 318 Adjutant