



**BEDFORD COUNTY MEMORIAL VFW POST 5019**  
**1320 East Depot Street**  
**Shelbyville, Tennessee 37160**  
**[www.vfw5019.org](http://www.vfw5019.org)**  
**(615) 640-0625**

## **FACILITY RENTAL AGREEMENT**

### **Non-Member Rental and Use of Facilities**

Persons or Organizations requesting to schedule rental or usage of VFW Post 5019 facilities will be authorized only at the discretion and approval of VFW Post 5019 elected officers in accordance with Post By-Laws.

Requests for usage must be made in writing a minimum of 30 calendar days prior to the first date of usage requested.

A Security and Damage Deposit is required by this agreement.

Any Deposit paid will be forfeited due to cancellation by the requesting party if cancellation occurs less than 30 days prior to the first rental or usage date scheduled.

Deposit will be forfeited for damage to facilities or failure to follow the rules outlined below.

Payment in full of the facility security and damage deposit and rental or usage fees is required prior to the first day of usage. The deposit is taken to cover the immediate cost of any damage to VFW property and will be returned if the requirements below are fully met and no damage has occurred.

### **General Rules pertaining to usage of VFW Post 5019 facilities:**

1. Hours of Use: Building usage hours will be normally be limited to 06:00 a.m. to 12:00 a.m. (midnight) on days of usage. Exceptions may be made on a case-by-case basis to allow for event preparation, clean up, or other custodial activities. Any exceptions to usage hours must be requested and approved prior to the event.
2. Insurance: Individuals or Organizations requesting rental or usage of VFW Post 5019 facilities must agree to obtain and maintain one or more policies of event liability and property insurance specifically insuring the renter and VFW Post 5019 against all losses and accidents that may pertain to or arise out of any and all aspects of the event hosted by the insured. Insurance policies must cover the continuous time period beginning at 12:00 am on the day of scheduled event and ending at 12:01 am on the day following completion of the scheduled event.



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Minimum Liability Insurance coverage required for an approved event is:

- a. General Liability for each occurrence, including Host Liquor Liability coverage if alcohol consumption has been authorized on premises during the event is \$1,000,000.00
- b. Damage to Rented Premises for each occurrence is \$300,000.00
- c. Personal and ADV Injury is \$1,000,000.00
- d. General Aggregate is \$1,000,000.00
- e. Products – Comp/OP AGG is \$1,000,000.00
- f. Professional Liability each occurrence is \$1,000,000.00

The event host must provide the Post manager with a certificate of insurance at least two weeks prior to the event or access to the venue will be denied and the event and agreement will be deemed cancelled and terminated by the event host.

2. Person requesting usage for self or an organization must present valid photo identification when submitting the request.

3. Keys must be returned within 24 hours of event end date.

4. Any persons attending a scheduled event under the age of 18 must be supervised at all times.

5. The facility must be cleaned upon completion of the event to include:

- a. Floors swept and mopped.
- b. All trash removed.
- c. Bathrooms cleaned.
- d. Parking lot cleared of trash or refuse.
- e. Vehicles removed from property.

6. Tables and chairs are present in the facility upon arrival. If tables and chairs are moved, they must be set back up as they were upon arrival.

7. Do not use nails and tacks to affix anything to the walls, if tape is used it must be removed at clean-up.

8. All tables must be covered with tablecloths during events. Tablecloths are not provided by the VFW.

9. You are responsible for providing your own supplies such as, plates, cups, silverware, napkins, tablecloths, paper towels, garbage bags, etc.



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10. The authorized renter will be held strictly accountable for any issues arising from consumption of alcoholic beverages on VFW property. You are responsible for your guests at all times.
11. Use of the grill, ovens, or deep fryers in the kitchen must be approved by the Post manager prior to usage.
12. You must not use any propane appliance inside the building.
12. Heat and Air conditioning are to be adjusted in the following manner after every use:
  - a. Summer-AC will be turned off completely after use.
  - b. Winter-Heat will be adjusted to 55 degrees after use.
13. Grounds will periodically be patrolled by Local Law Enforcement and VFW members during use.

Compliance with the rules listed above is required or forfeiture of your deposit will occur. Additionally, you or your organization may be banned from use of VFW facilities in the future.

**Cost of Usage:**

The current cost for facility usage is set at \$ 500.00 per day for \_\_\_\_\_ days.

The current refundable usage deposit is set at \$ \_\_\_\_\_ per event.

Your total cost for usage based on the days reserved and deposit is \$ \_\_\_\_.

**Requestor Information:**

Name of Requestor: \_\_\_\_\_.

Name of Organization/Club: \_\_\_\_\_.

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

Phone Number: \_\_\_\_\_.

Dates of Requested Usage: \_\_\_\_\_.

VFW Representative: \_\_\_\_\_.

Keys Returned: \_\_\_\_\_ Deposit Refunded: \_\_\_\_\_

Comments: