RENTAL INFORMATION & CHECKLIST

37745 Church Avenue · Dade City, Florida

We appreciate you choosing American Legion Post 15 for your event! To help everything go smoothly, please review the following information with the Post representative when arranging your rental.

1. Scheduling Your Rental

Your rental time begins when you need access to the building, not when your event begins.

Your reserved hours must include:

- Time to decorate and set up
- Arrival of caterers, decorators, and other vendors
- The event itself
- Cleanup and removal of decorations and personal belongings

Example: If your event begins at 3:00 PM and you need an hour to decorate, your rental must begin at 2:00 PM.

2. Building Access

Post 15 is operated by volunteers. A representative will arrange to provide access at the rental start time specified in your agreement.

Renters, decorators, caterers, and other vendors may not enter the building before the scheduled rental start time.

If additional setup time is needed, the rental agreement must be updated and any applicable additional rental fees paid before the event.

3. End of Rental and Cleanup

All activities, including cleanup, must be completed by your scheduled rental end time.

Please allow enough time to remove decorations, collect personal belongings, dispose of trash, and return the facility to its original condition.

4. Before Signing — Confirm Together

- Event date: _____
- Building access / rental start time: _____
- Event start time: _____

- Rental end time (including cleanup): _____
- Total rental hours: _____
- Decorators, caterers, or other vendors attending? Yes / No
- Rental fees and security deposit reviewed
- Cleanup responsibilities reviewed

Important: The rental start and end times recorded on the signed Rental Agreement determine when the facility will be available.

Thank you for helping us make your event a success!

Gordon M. Crothers Post 15 · The American Legion