



Chapel Hill Post 6, American  
Legion, Inc.

3700 NC HWY 54 West, Chapel Hill, NC 27516

(919) 537-8703

## **American Legion Chapel Hill Post 6 Members Facility and Grounds Use Policy**

**Revision 28 January 2025.**

### **Introduction**

The purpose of this policy is to outline Members authorized utilization of American Legion Post 6, “the Post”. The Post welcomes reasonable and supportable use of Post Facility and Grounds. This policy aims to create a safe, secure, and enjoyable environment for all members that accounts for liabilities, licensure, and associated responsibilities. For cases not specifically addressed within this policy, normal reasonable rules apply.

### **Definitions**

***Table 1 Event Definitions***

<b>Activity</b>	<b>Definition</b>
Private Event Rental	External or members rental where the liabilities are shared between the renter (primary) and the Post.
Members Activities	Standard member activities such as use of the fitness facility, game room, club room, and so on.
Post Sponsored Event	An event managed by members that generate revenue for the Post where the Post assumes liability consistent with the Post’s insurance policy and alcohol licensure. These events include but are not limited to Wednesday social and members general meeting.
Member Sponsored Event	A planned event managed by members and approved by the PEC event committee for the purpose to foster



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	<p>comradery amongst members. Such an event may or may not rise to the level of a rental and associated fees but may require additional liabilities coverage.</p> <p>Members and their friends may attend these events.</p>
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**Table 2 Other Definitions**

Facility Grounds	Land that is attached or adjacent to the facility. It includes the patio, gazebo, covered picnic area, flower beds, parking lot, and so on.
Field Grounds	Post farm or acreage land that extends beyond the facility grounds as defined above.
PEC Event Management Committee	The committee that reviews and approves member sponsored events that includes the Commander, 1 <sup>st</sup> Vice Commander, 2 <sup>nd</sup> Vice Commander, 3 <sup>rd</sup> Vice Commander, Adjutant, and Finance Officer, as well as the Sargeant-at-Arms and Bar Manager as required.
Member Sponsor	The primary party that assumes the liabilities of a member sponsored event that may include event insurance and an ABC permit.

# **Post 6 Member Event Evaluation and Check Lists**

## **Facility Operating Hours**

Post Facility and grounds are open daily for use from 7am to 10pm EST. Members shall review Post 6 calendar prior to utilizing the post facilities and grounds. The fitness facility is available during the operating hours despite event rentals providing that noise sources (e.g., audio visual equipment) remains at a reasonable level; that is, sounds from the fitness facility shall not disrupt other planned events that may occur in parallel.

Members who need to be present in the post after operating hours shall contact the Commander or 3<sup>rd</sup> Vice Commander for approval. After hours use of the post may be necessary for the preparation of meals for various events. Members consistently present in the Post past the operating hours without Commander or 3<sup>rd</sup> Vice Commander approval (repeat offenders) will face disciplinary actions as described within this policy.

The PEC desires the enablement of addition reasonable and supportable use of the Post by its members. As such, from time-to-time members may desire to schedule a planned Member Sponsored Event to further foster comradery amongst Post members. These types of events necessitate review and approval from the PEC Event Management Committee at a minimum. Depending upon the scope, scale and potential impact of a proposed member sponsored event, further approval by the larger PEC may also be required.

The Member Sponsor for a Member Sponsored Event shall complete a Proposed Event Evaluation form 14 days or sooner prior to the planned event. Approval or rejection from the PEC Event Management Committee and additional PEC approval as required shall occur within 5 days from receipt of the complete Proposed Event Evaluation form. Majority approval by either the PEC Event Management Committee or PEC as necessary is required. The PEC Event Management Committee will provide written response to the Member Sponsor within 5 business days from the receipt of the Proposed Event Evaluation form. If approval is granted, the Member Sponsor shall provide proof of separate event insurance and an alcohol permit as required prior to the date of the event.

Members are expected to maintain a safe, secure, clean, and orderly functionalities of the Post during all events and activities. Members who possess a Master or exterior door key and/or Virtual Keypad

# **Post 6 Member Event Evaluation and Check Lists**

are expected to ensure all exterior doors are locked prior to their departure from the facility at the end of any event. Moreover, Members who have Virtual Keypad access are also expected to ensure the interior and exterior alarms are activated if they are departing after operating hours.

## **Parking Policy**

Members shall park all vehicles in the designated parking lot. Parking of campers or larger vehicles is authorized in a designated parking area. Designated camper parking locations can be obtained by either the Commander or 3<sup>rd</sup> Vice Commander.

## **Alcohol Policy**

Alcohol may be purchased at the bar within the club room for certain approved events. Members may not drink their own alcohol on the premises while the post bar is open. We' as Legionnaires should apply more critical restraints and 'good order and discipline' in the use of the Post while consuming alcohol compared to the general public. We should set a good example by how much alcohol we consume and associated behaviors.

When the bar is closed, beer and unfortified wine (16% alcohol or less) may not be offered and consumed unless approved by the PEC Event Management Committee for the specific event. Fortified wine and spirits may not be consumed when the bar is closed without the PEC Event Management Committee along with an ABC permit (i.e., Limited Special Occasion Permit or Special One-Time Permit) obtained by the Member Sponsor.

Alcohol shall only be offered and consumed by those over the age of 21 years old.

## **Tobacco Policy**

Smoking is permitted in designated areas outside the post facility. Cigarette butts and other debris shall be dispensed in designated dispensaries to prevent the possibility of fire.

## **Furniture Use**

Furniture, both inside and outside the Post, is for human use only; service animals are not permitted to lay on any furniture that is intended for humans. This is to mitigate animal derived allergies such

# Post 6 Member Event Evaluation and Check Lists

as animal dander, animal hair shedding, and so on. A service dog in the building must be on a leash attached to a reasonably unmovable object at all times and supervised by the handler.

Chairs and couches are for sitting only. Standing on furniture is not permitted at any time.

## Illicit Drug Policy

Consumption, sell, and transfer of illicit and prescription drugs is forbidden at all times within the Post Facility and Grounds consistent with NC law. Illicit drugs include marijuana, cocaine, PCP, amphetamines, opiates, benzodiazepines, barbiturates, methadone, propoxyphene, & Quaaludes.

## Disciplinary Action

Any member, who is deemed a repeat offender of violating the policies defined within this and associated policies will face disciplinary measures at the discretion of the PEC executive committee.

## Disclaimer

This policy is subject to change at the discretion of the Post Executive Committee.

By order of the Post 6 Executive Committee,

Robert Medred  
Commander

Office of primary responsibility: 3<sup>rd</sup> Vice Commander

## Attachment:

1. Proposed Event Evaluation and Readiness Check Lists (current version to date)

## Revision Ledger

Date	Change and Rationale
28Jan25	Initial approved and published policy.

28 Jan 25

# Post 6 Member Event Evaluation and Check Lists

## Form Purpose

This form shall be completed by the sponsor of the event to enable sufficient liability vetting and to provide support of events at Post 6. The form shall be submitted 15 days minimum prior to an event.

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## 1 Member Section

**Directions:** Sponsor complete all fields in section 1.

### Purpose of the event

*{In two sentences or less define the purpose of the event such as a legionnaire's birthday party.}*

### Assessment

Who is the sponsor (person) who will host of the event, email and phone number?	
What organization is sponsoring the event?	
Will this be a Legion sponsored event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the event for fundraising for the post or organization?	<input type="checkbox"/> Post 6 <input type="checkbox"/> Organization <input type="checkbox"/> N.A.
Does the host require independent event insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the event require the bar to be opened?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will beer or unfortified wine be served when the bar is closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the host require a one-day ABC liquor license to serve alcohol spirits when the bar is closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will legionnaires spend the night outside the Post? (No sleeping inside the Post unless for emergencies)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approximately how many members will attend?	

## Post 6 Member Event Evaluation and Check Lists

Will there be any non-members in attendance?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Approximately how many non-members will attend?		
Date(s) of event (mm/dd/yy to mm/dd/yy):		
Start time of event (e.g., 4:00pm):		
End time of event (e.g., 11:00pm):		
Is the proposed day and time in conflict with the existing events scheduled on the Post calendar?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the kitchen be used?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If the kitchen will be used, will a member who is trained to operate the kitchen equipment be in-charge of the kitchen?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Location(S) of event?	<input type="checkbox"/> Back Patio <input type="checkbox"/> Bar Area/Game Room <input type="checkbox"/> Banquet <input type="checkbox"/> Pavilion <input type="checkbox"/> Meeting Room <input type="checkbox"/> Gazebo <input type="checkbox"/> Pavilion <input type="checkbox"/> Grounds (whole facility)	

**Other detailed notes defined by the host:**

## 22<sup>nd</sup> Vice and Commander Pre-Event Check List

Has the event or activity been posted on the Post 6 calendar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Post 6 Member Event Evaluation and Check Lists

Has the host provided independent event insurance documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the host provided one-day liquor licenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the host met all the requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has event been approved by 2 <sup>nd</sup> and 3 <sup>rd</sup> Vice Commanders and Commander?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Pre-Event Notes:**



## Post 6 Member Event Evaluation and Check Lists

### 3 3<sup>rd</sup> Vice Post-Event Check List

#### Post-Event Check List

Has the host left the facility and grounds clean, undamaged, and in working order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the host lock all the doors at the end of the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Other finding for feedback to the host:**