

Post Lounge Rules

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AMERICAN LEGION
HARRY OLLRICH, POST 4
MT. CLEMENS, MICHIGAN 48043
LOUNGE STANDING RULES

ARTICLE 1 – LOUNGE EMPLOYEE SALARIES AND GUIDELINES

SECTION 1: Lounge committee members will be made up of Post4 and Squadron, members appointed by the Post Commander and approved by the Executive Board. Up to four (4) members may be chosen. All paid employees of the lounge will be paid as designated below for the various positions and titles.

SECTION 2: The Lounge Janitor will be paid at a rate of \$25.00 per day as per job description which will come from the Lounge Funds, and will be payable on a weekly basis, not to exceed a maximum of \$125.00 per week.

SECTION 3: Lounge Bar Servers, Wait Staff, and Cooks will be paid as follows:

Lead Bar Server:	\$10.00 per hour plus \$300.00 per month for ordering and pickup of supplies and scheduling.
Bar Servers:	\$9.00 per hour plus Tips to equal State of Michigan, Minimum wage.
Wait Staff:	\$6.50 per hour plus Tips to equal State of Michigan, Minimum wage.

SECTION 4: EMPLOYEE VACATIONS

After completion one year of satisfactory employment, all employees will be eligible for a paid vacation in accordance with their normal work week. (Example: 40 hours per week equals 40 hours paid vacation). After satisfactory employment for five (5) years, the vacation period will double. (Example: 40 hours per week equals 80 hours paid vacation). Personal time will be counted as vacation time only if shift is not covered. Vacation time must be used in the respective calendar year, January 1st to December 31st. One month advanced notice will be given to the lounge committee and the lead bar server prior to scheduling of vacation time of one week or more, except in the case of an emergency; **NO EXCEPTIONS.** The lead bar server will handle vacation requests for less than one week.

SECTION 5: RECOGNIZED HOLIDAYS

Employees working on the following holidays will receive time and a half pay.

New Year’s Eve (evening shift)

New Year’s Day

Memorial Day

The lounge will be closed on the following holidays. Employees will not receive any pay for these days.

Easter

July 4th

Labor Day

Thanksgiving

Christmas Day

SECTION 6: EMPLOYEE CONDUCT

- A. Bar Servers and Wait staff may not discuss Legion business except with the Post Commander or Lounge Committee.
- B. Bar Servers and Wait Staff may not violate any of the Lounge Standing Rules or General House Rules. REF: (Article V and Article VI respectively of this document). Any Bar Server or Wait Staff Person found in violation of any of the above will be subject to disciplinary action ranging from verbal reprimand to release of duties. This will be determined by the Lounge Committee.

ARTICLE II – ORDERING SUPPLIES

SECTION 1: Lead Bar Server will order all supplies needed for the operation of the lounge and will have on hand immediate replacement supplies.

- A. Purchase for non-operational items (items that are not necessary for the lounge everyday operations), exceeding \$500.00, must have the approval of the Lounge Committee and Executive Board.
- B. All purchases will be made from local merchants and not from out of stated businesses, if possible.

- C. If any perks are given by a vendor or a supplier for ordering products, the perks will belong to the lounge and not the individual placing the order, unless deemed otherwise by the Lounge Committee.
- D. Emergency situations will be handled on an individual basis for repair or replacement of any major appliance or other major failure in order to prevent the closure of the lounge in this situation, the Lounge Committee will report to the Post Commander any necessary action. The resolve will be reported at the next Lounge Committee meeting or next Executive Board meeting.

ARTICLE III – MEETINGS

SECTION 1: The Lounge Committee will meet a minimum of once a month, also at the call of the Committee Chairperson or Post Commander. The Lounge Committee will submit a monthly report, for review at the next schedule Post Executive Board meeting.

ARTICLE IV – LOUNGE EVENTS

SECTION 1: The music and entertainment will be the responsibility of the Lead Bar Server and the Lounge Committee.

SECTION 2: Lounge functions which require the use of the kitchen will be coordinated with the current Post Commander, providing there is not a schedule hall rental. The reserving party will be responsible for kitchen cleanup, as well as contents therein.

ARTICLE V – LOUNGE RULES

SECTION 1: For admittance into the Post 4 Lounge and have Club Privileges, a Member of the American Legion, American Legion Auxiliary, or the Sons of the American Legion (SAL) must have and show a current membership card and be in good standing. Sons of the American Legion (SAL) will pay \$1.00 per member, per year excluding junior members, to help defray the cost of the required liquor license and other attended cost.

SECTION 2: Members are responsible for their guest and may not leave before the guest. Guest must be accompanied by and American Legion Member, American Legion Auxiliary Member, or SAL Member showing a current membership card.

SECTION 3: A Member brining guest into the lounge should acknowledge such with the Bar Server on duty.

SECTION 4: Members and their Guest should clear their tables when leaving the Lounge.

SECTION 5: ATTIRE

All patrons and employees of the lounge will be expected to dress appropriately. Lounge Committee may set the dress code for “Special Events”.

SECTION 6: HOURS OF OPERATION

Lounge hours and general operation shall be set to comply with State Liquor Control Commission (LCC) rules.

THE HOURS OF OPERATION WILL BE:

- a. *Monday – Thursday 12 noon to 10:00 p.m.
- b. *Friday – Saturday 12 noon to 11:00 p.m.
- c. *Sunday 12:30 p.m. to 6:00 p.m.

***SUBJECT TO CHANGE**

When operation is not profitable, the existing hours of operation may be shortened by the Bar Server or the Lounge Committee with five (5) or more/less patrons on the premises.

Bar Servers working hours shall be as provided by the schedule set up by the Lead Bar Server in accordance with the hours of operation, as stated above. The kitchen will close one (1) hour before posted hours.

“LAST CALL” Will be given at the posted closing hour in order to give all patrons 1/2 hour to vacate the premises. No gaming machine’s payments will be made after last call.

ARTICLE VI – GENERAL HOUSE RULES

SECTION 1: The Bar Server on duty may refuse service for just cause as defined: (loud boisterous, profane or abusive language, drunkenness, disorderly conduct, racial slurs, fighting or verbal assault of others). This will not be tolerated in The Lounge. It can necessitate immediate removal from the Lounge, or the party or parties involved. The party or parties may also be subject to suspension from the Lounge as set forth by the Lounge Committee.

SECTION 2: No member or employee shall criticize an officer or employee of The American Legion, Post 4 Lounge. Any suggestions or criticism of the lounge operation shall be submitted in writing to the “Lounge Committee”

SECTION 3: No member or employee shall secure alcoholic beverages for any person who has been refused service for cause.

SECTION 4: Any person destroying American Legion, Post 4 property will be subject to suspension of his/hers Lounge privileges for an indefinite period, as set forth by the Lounge Committee’s recommendation to the Executive Board.

SECTION 5: Cashing checks shall be Post Payroll Checks. Post Members personal check must not exceed \$50.00 and cashed only if funds are available. This is limited to one (1) check per person per day. Checks must be made out to A.L. Post 4. Checks returned due to “Non-Sufficient Funds”, will be charged an additional \$50.00. After two (2) N.S.F. checks, the member will lose check cashing privileges for one year.

SECTION 6: There will be no authorized credit.

SECTION 7: If you receive a telephone call in the lounge, you are expected to answer.

SECTION 8: Positively no alcoholic beverages are to be served to anyone under the age of twenty-one (21) years of age. Members who purchase alcoholic beverages for minors will be subject to immediate suspension.

SECTION 9: The Executive Board Members, The Lounge Committee Members, Wait Staff, and/or Bar Servers may check a member’s card at any time. Legion Membership Cards must be carried at all times.

SECTION 10: Dogs or other pets will not be permitted in the lounge with the exception of “Seeing Eye Dogs” or “Service Dogs”.

SECTION 11: Rules for special events shall be posted at times of events.

SECTION 12: Guest cannot purchase alcoholic beverages. The order must be placed through the guest’s sponsor and paid by the guest’s member sponsor.

SECTION 13: The Bar Server on duty and the Lounge Committee Members will be responsible for enforcing the rules.

SECTION 14: Members, employees or guest, who willfully destruct or misappropriate any American Legion Property and/or funds, will be billed for the amount of the property or funds involved. They will be brought before the Lounge Committee.

SECTION 15: No personal weapons of any type will be permitted in the lounge except by police personnel while on duty.

SECTION 16: Anyone under the legal drinking age shall not be allowed to sit or stand at the bar.

SECTION 17: Sleeping in the Lounge is not allowed.

SECTION 18: Cash register drawer will be shut after each sale.

SECTION 19: The Bar Server on duty can “**BAR**” a member or guest for the remainder of the day until further action by the Lounge Committee. This must be for “JUST CAUSE” and properly documented.

ARTICLE VII – DISCIPLINARY ACTION

SECTION 1: The Member or guest will be asked to leave the premises for the following reasons. The incident will be properly documented. It will also be reviewed by the Lounge Committee. Recommendations for disciplinary action will be forwarded to the Executive Board.

Alcoholic Beverages:

- Buying alcoholic drinks for minors
- Buying alcoholic drinks for suspended members
- Buying alcoholic drinks for refused service for cause
- Taking drinks from the premises
- Drunkenness

Language:

- Profane language
- Fighting

Machines:

- Use of slugs in machines
- Use of foreign coins
- Mishandling or abuse of coin operated machines

Other:

- Sleeping in the lounge
- willful destruction of American Legion properties

SECTION 2: Issuing of Worthless Checks

- A. Action will be taken by the Lounge Committee; to retrieve the monies owed the Lounge. (Ref: ARTICLE – VI – GENERAL HOUSE RULES – Section 5 of this document.
- B. In the event the monies cannot be retrieved, the Executive Board will take the necessary action.

SECTION 3: Misappropriation and/or malfeasance of funds by members, guest, or employees will result in immediate dismissal and/or criminal prosecution.

ARTICLE XIII – HALL PRICING and RULES

SECTION 1: The Hall Pricing for American Legion Post 4 is in effect from January, 2018. Weddings, Showers, Wakes - Suggested Pricing (Without Catering)

- Main Hall (upstairs) \$474.00
- Lower Hall (downstairs) \$375.00
- Both Halls \$850.00

SECTION 2: All Hall Rentals require a **signed contract**.

SECTION 3: Miscellaneous Pricing Applicable For Outside Hall Rental;

1/2 barrel of beer will be subject to the latest price. In-house bartenders must be utilized when bar is included at \$75.00 each, payable in cash to the bartender at the time of the event. Functions over 100 people require two (2) bartenders. If there is no bartender required, there will be a \$75.00 security fee. All hall rentals are subject to a janitorial fee of \$50.00 for a party and \$25.00 for a meeting.

SECTION 4: All prices are subject to change based on market conditions.

SECTION 5: Lounge functions which require the use of the kitchen will be coordinated with the current Post Commander, providing there is not a schedule hall rental. The reserving party will be responsible for kitchen cleanup, as well as contents therein.

SECTION 6: IN-HOUSE RENTALS

Hall Coordinator is the “Lead Bar Server” for the following sections:

- In House” constitutes the American Legion, Sons of the American Legion Squadron 4, Post 4 American Legion Riders – Hall or Lounge Events may include the use of the Post kitchen facilities.
- The current Commander or Commanders designate or Hall Coordinator will be responsible for opening and closing the hall before and after the scheduled event.
- The reserving party will be responsible for making sure that all tables, chairs, etc. are returned to their original locations.
- Reserving party will be responsible for enforcing all M.L.C.C. Laws, Rules and Regulations.
- Reserving party will be responsible for any reasonable clean-up including, but not limited to, the following:
 - a. Remove any and all garbage. (To be put in the dumpster).
 - b. Remove any decorations.
 - c. Tables to be cleaned and wiped down.
 - d. Pitchers or any other bar items to be cleaned and put away.
 - e. Bar/Tappers to be cleaned.
- Any additional hall janitorial services will be paid by the reserving party.

- Decorations of the hall are limited to the following:
 - a. No balloons, streamers, etc. are to be affixed to the ceiling or to the ceiling fans.
 - b. No tape to be used on mirrors.
 - c. No tape or tacks used on the walls.
 - d. Absolutely, **NO** “confetti” of any kind.

ARTICLE IX – ADOPTION OF RULES

SECTION 1: These Lounge Standing Rules will be revised, at such times as the Post deems necessary. Such revision will be by the majority of those present and voting. The revision of these Lounge Standing Rules shall not be abused.

SECTION 2: The aforesaid Lounge Standing Rules of the Harry Ollrich Post 4; American Legion were reviewed, changed and accepted as written and recommended to the General Membership of this Post, have been adopted the 27th Day of June, 2022 and will supersede all Post Lounge Rules enacted prior to this date.