



**Albert R. Atkinson, Jr.
American Legion Post 210, Inc.
Audio/Visual Room Guidelines**

1. The Audio/Visual Room is to be used for the purpose(s) stated in 3a of the Audio/Visual Room Rental Agreement.
2. Do not use scotch tape, nails, staples, glue gun, or duct tape on any Audio/Visual Room surface. Please use only painters masking tape or decorating putty for decorations.
3. Do not move or remove the fire extinguishers or tamper with breaker cabinets.
4. Liquid spills must be cleaned up immediately for safety purposes.
5. Do not drag, scoot, push, slide, or pull anything not on wheels across the floor surface.
6. Do not remove any Audio/Visual Room property from the building.
7. No one in the renting party is to stand on chairs or stand/sit on tables.
8. All trash incurred by the renter is to be removed and placed either in or by the trash container in the parking lot at the conclusion of the rental period.
9. **The Audio/Visual Room is in the basement of the Post 210 Building, which resides in a residential area within the Boro of Doylestown. The Renter shall not conduct any gatherings or have a loud conversation outside of the building. The Doylestown Borough noise ordinance shall be obeyed which limits all noise at the perimeter of the property to less than 70 dB from 7:00 AM to 8:59 PM.**
10. Smoking is not allowed in the building in accordance with fire regulations. Candles other than battery powered are not permitted. Birthday or event cake candles which are briefly ignited and extinguished are permitted.
11. Events at the Audio/Visual Room at all times will be supervised by someone over 21 years of age named in the agreement. This person also accepts full responsibility for the behavior of the event attendees.
12. Albert R. Atkinson Jr. Post 210 reserves the right to cancel and terminate any event at any time if the use of the Audio/Visual Room and/or the conduct of guests or outside service personnel violates these Guidelines or any city, county, state, or federal laws.
13. Heating and air conditioning appliances shall not be tampered with.
14. Electronic devices may be used with prior coordination with a Legion representative. The TV requires the renter to provide HDMI cable of at least 8 feet in length. The cable may be plugged into the HDMI outlet on the wall. Using the remote, select HDMI 1 as the source.
15. Ceiling fans are adjusted with a remote which is mounted to the wall at the back of the room. Directions will be provided by the staff at opening.