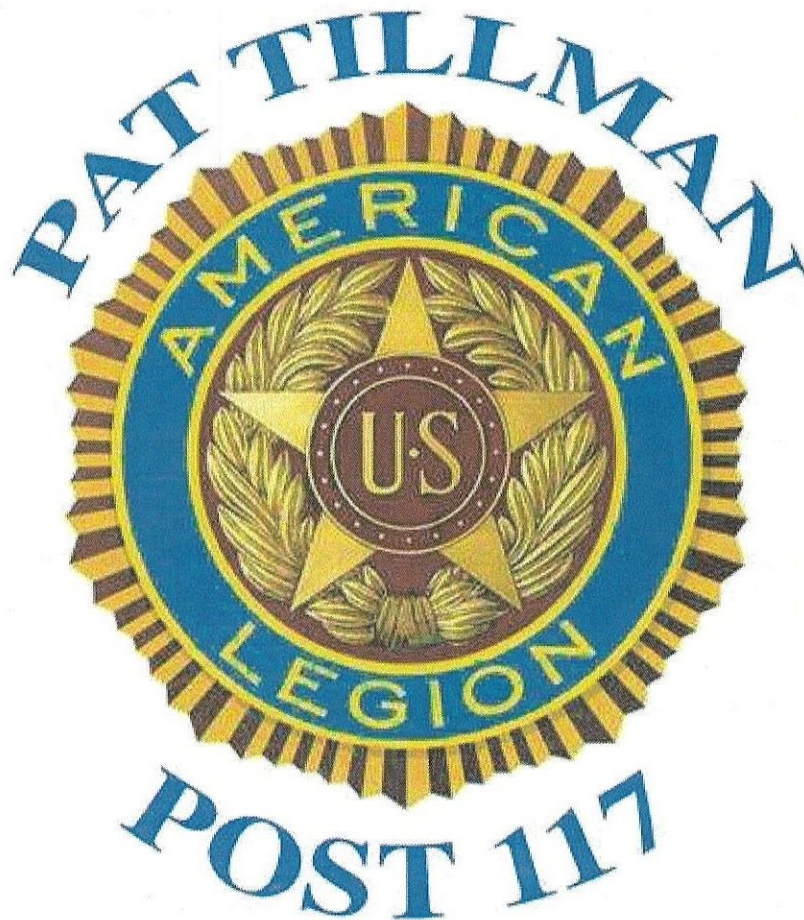


# **The American Legion Department of Arizona Pat Tillman Post 117**

3230 E Thunderbird Rd  
Phoenix, AZ 85032-5375  
(602) 358-7370



## **House Rules**

Revised: July 14, 2023

[www.pattillmanpost117.org](http://www.pattillmanpost117.org)

## **Rules for Conduct and Use of Buildings, Facilities, and Grounds**

The American Legion Pat Tillman Post 117 support and enforces the Laws of the State of Arizona and of Maricopa County including all applicable Liquor Laws. No House Rule shall be deemed as to override these laws.

### **1. Application**

All persons in or on Post Property are governed by these "House Rules". Any Activities or programs sponsored by the Post, as well as those of any outside group and their participants, will be subject to these rules. Ignorance of these rules will not be a cause for exception. A current copy of these House Rules will be made available in the Post at all times.

### **2. Admittance**

The following shall be admitted:

- a. All members of The American Legion Family of Pat Tillman Post 117 (i.e. Legion, Auxiliary, Sons, Riders) possessing a current membership card.
- b. All visiting Legion, Auxiliary, Sons, and Rider members of other Posts possessing a current membership card.
- c. Active Duty members of the armed services of the United States possessing a current military identification.
- d. Any member of a recognized veteran's organization of the United States and of any country allied with the United States during current of past wars or through treaty arrangements, possessing a current membership card. (Ex: VFW, DAV, AMVETS, MOPH, etc.)
- e. Bona-fide guests as defined in Section 6 Guests / Bona-fide Guests
- f. For special events, any group or person and their members or guests who have pre-arranged the use of the Post, Facilities, and/or Grounds with the Club Manager, Post Second Vice Commander and Post Commander.
- g. Any person at the Post must provide a current membership card or identification when requested by any of the following: Bartender On Duty, Assistant Club Manager, Club Manager, or Legion Post Officers.

### **3. Club Hours**

Operating hours of the Club will be as follows:

- a. As Posted
- b. The Club will remain open until at least 8:00 PM Monday thru Saturday and at least 6:00 PM Sunday if six (6) or more paying customers are present and it shall remain open, not to exceed 2:00 AM, with last call at 1:30AM as long as six (6) or more paying customers are present.
- c. The Post is subject to being closed by a majority vote of the Executive Committee members, or due to an emergency as determined by the Bartender On Duty, Assistant Club Manager, or Club Manager (i.e. loss of utilities, storms, and the like).



#### **4. Bartender-On-Duty**

- a. The Bartender On Duty will be responsible to enforce all the House Rules while on duty and is specifically charged with verifying the membership status of individuals at the Club and identification of Guests and Bona-fide Guests. Bartenders will maintain current Bartender Certificate and Food Handler card.
- b. The Bartender On Duty has the authority and duty to refuse service to any person.
- c. Any person refused service will not be served for the remainder of the day in which service was denied. Post Officers are not exempt from disciplinary action. The Bartender On Duty will then document any such action. An Incident Report will be filled out completely and signed by the Bartender On Duty. The Bartender On Duty will notify their relief of the incident. The report will be turned over to the Club Manager where it will be reviewed and investigated in a timely manner. It will then be forwarded thru the Post Commander to the Executive Committee.
- d. Post Officers, Executive Committee, or Post Members do NOT have the authority to overrule the decision(s) of the Bartender On Duty. Any objections to the decision(s) will be heard the following day at the earliest when presented in writing (electronic submission allowed) to the Executive Committee.
- e. A member has the right to SUGGEST or recommend service be denied to an individual whom in their opinion is a violation of the "House Rules". Only the Bartender On Duty has the sole authority to deny service to any individual.
- f. The Bartender On Duty is authorized and has the duty to call 911 for assistance with any emergency whether it is medical, fire, or physical violence pertaining to incidents on Post Property.
- g. Every Member has the duty to assist the Bartender On Duty in enforcing the House Rules if they are directly requested to do so by the Bartender On Duty. Anyone assisting the Bartender On Duty shall make a written statement on the incident.
- h. Only the Bartender(s) On Duty, Assistant Club Manager, Club Manager, and personnel authorized by them, are permitted behind the bar at any time.
- i. The Bartender On Duty is NOT allowed to start their shift if they are suspected of being intoxicated or under the influence of alcohol, marijuana, or a controlled substance. Additionally, the Bartender On Duty is prohibited from consuming any alcohol, marijuana, or controlled substances while on duty or four (4) hours prior to the start of their shift. All personnel are prohibited from going behind the bar, servicing drinks, and handling monies once they have consumed alcohol.
- j. The Bartender On Duty will comply with all House Rules as well as all local, county, and state regulations pertaining to the operation of the Post Club.
- k. All Bartenders will be provided a copy of these House Rules and will acknowledge receipt of the House Rules by their signature, the Bartender acknowledges that they fully understand the House Rules as well as comprehend their duty and authority to enforce the "House Rules".

#### **5. Visiting Legion Members**

- a. American Legion Members, American Legion Auxiliary Members, Sons of the American Legion (S.A.L.) Members, and American Legion Rider Members of other Posts, possessing a current membership card, will be granted the privileges of this Post.
- b. Visiting members will comply with all the House Rules as they pertain to our Post and its Members.

#### **6. Guests / Bona-fide Guests**

- a. Active Duty personnel and recognized Veteran Service Organization member are recognized as Guests, but do not need a sponsor and are responsible for his or her own actions while on Post Property.

- b. A Post Member in good standing must sign the guest book for all Bona-fide Guest(s) prior to participating in any Post event(s) on Post Property. The member who registers the Bona-fide Guest(s) will be responsible for that Bona-fide Guest(s) and their actions while on Post Property. The member will be the Sponsor for the duration of the Bona-fide Guest(s)'s stay.
- c. All Bona-fide guests must vacate the Post Property when their Sponsor leaves the Post Property.
- d. Any Member, Guest or Bona-fide Guest(s) violating these Rules will be refused service and asked to leave the Post Property.
- e. The sponsor is held liable for the conduct of their Bona-fide guest; however, a non-member who causes a disturbance will be automatically barred from the Post until such time as the Post Commander or Executive Committee addresses the situation.

## **7. Minors**

- a. Minors (under the age of 18), must be accompanied by a responsible adult and under the direct supervision of that adult while on Post Property. Should there be lack of supervision or a disruption, the responsible adult will be asked to remove the minor from the Post Property and an Incident Report will be written up by the Bartender on Duty.
- b. Minors are not allowed in the Post after 10:00PM unless accompanied by a parent or legal guardian.
- c. At the discretion of the supervising adult, minors may utilize the entertainment equipment (e.g. darts and pool table). Under no circumstances are minors allowed to participate in games of chance (e.g. gambling games, gaming machines, 50/50 charitable raffles, and Bingo). At no time will the minors disrupt and/or interfere with or challenge Members who are utilizing the entertainment equipment. Upon completion of their game/session, minors will relinquish said equipment to any Member wishing to utilize the equipment. The Adult responsible for the minor assumes all responsibility for any damage to Post Property and will reimburse the Post for repair or replacement of any damaged equipment and/or any damage to the facility or property.
- d. Minors will not sit or stand at the Post bar at any time.
- e. Minors are not permitted to purchase or use any form of tobacco products on Post Property.
- f. No person(s) under the LEGAL AGE (as determined by the Arizona State Legislature), will be allowed to purchase, consume, or compete for a prize of any form of Alcoholic beverage on Post Property.

## **8. Animals on the Post Property**

No animals may enter the Post building except those animals certified as Personal Service Animals. This does not include Emotional Support Animals. All animals brought on Post property must be on a leash and attended by their owner(s) at all times (as outlined under Maricopa County Ordinances(s)). Animals on a leash will not be tethered.

## **9. Firearms on Post Property**

No firearms, to include concealed weapons (with or without a concealed carry permit), may be brought into the building, with the exception of Law Enforcement Officers in the course of their lawful duties.

## **10. Smoking on Post Property**

No Smoking or Vaping inside the Post at any time. Smoking and Vaping is permitted on Post Property outside of the building.



## **11. Motorcycle Cuts and Colors**

Motorcycle Clubs holding special events must get preapproved by the Club Manager. Members and their Bona-fide guests, who have been admitted to the Post (see Section 2. Admittance above), they may wear their organization's vest (i.e. cuts) and/or colors while on the Post's property. Any member of a Motorcycle Club breaking any Pat Tillman Post 117 House Rules is subject to the offender, and his Motorcycle Club, to be banned from Pat Tillman Post 117 for up to 6 months.

## **12. Consumption of Beverages and Food**

- a. No alcoholic beverages will be brought on or taken off Post Property at any time unless for the purpose of Fund Raising and is removed unopened from the property immediately following the event.
- b. No alcoholic beverages will be consumed behind the Post bar.

## **13. Use of the Post**

- a. All groups sponsoring events at the Post are responsible for the cleanup of area(s) in which the event was held.
- b. The Executive Committee, Club Manager, and who they appoint, will control and schedule all Post rental activities. Costs and deposits for rental of Post facilities is as follows:
  - a. Post members: \$125.00 for Post rental, plus a \$75.00 Cleaning Deposit. If the Member's event brings in at least \$500.00 in revenue, they will be reimbursed the \$125 rental fee.
  - b. Non-Member: \$250.00 for Post Rental, plus a \$150.00 Cleaning Deposit. Non-members will not be allowed any access to the Post kitchen area at any time.
- c. The Post Finance Officer and Club Manager will determine if return of rental deposit is warranted. In the event the deposit is not returned, the Post will inform the renter by certified mail, stating conditions leading to the decision to withhold deposit return.
- d. The Post will not be used as a "Storage Place" for personal property. Any items left on Post Property for longer than five (5) consecutive days are subject to disposal or removal at the owner's expense.
- e. No Solicitation for personal gain, or for other organizations, will be allowed on Post Property unless granted permission the Club Manager, Post Executive Committee or Post Commander.

## **14. Proper Conduct**

- a. All members and guests are expected to show respect towards other member and guests, the Post, and the United States.
- b. Members and guests will stand and uncover whenever the "Star Spangled Banner", "Pledge of Allegiance", "God Bless America", Prayers, and the Seven O'clock Toast are played or presented and render an appropriate salute to the Flag. Except female Legionnaires it is permissible to conduct themselves as if they were not wearing a cap
- c. All member and guests shall help keep the Post home clean and in proper order.

## **15. Improper Conduct**

- a. Acts not in the best interest of the Post such as discussion of Post 117 business (Legion, Auxiliary, Sons, or Rider business), and other topics not suitable for all members, guests, and bona-fide guests as deemed by the Bartender On Duty.

- b. Unbecoming conduct is not limited to, but shall include, mouthing either audible or inaudible obscenities towards other patrons or using vulgar hand gestures in such a manner as to provoke vocal outbursts causing them to disturb the peace.
- c. Fighting (to include provoking, instigating, or inciting a fight).
- d. Any use of an illegal controlled substance under Arizona law.
- e. Any act which is immoral or not acceptable in public as deemed by the Bartender On Duty.

## **16. Minor Violations**

A minor violation is defined as violation of House Rules not categorized as a major offense. Also falling under this definition is behavior that include vocally inciting other patron(s) into a position where they resort to verbal outbursts and conduct unbecoming of a member. All minor violations, perceived minor violations, or potential minor violations of House Rules need to be dealt with at the lowest level possible. The first step is an "on the spot correction" by the Bartender On Duty or any Post member requested by the Bartender on Duty to provide assistance. If the individual is confronted about a situation and continues to violate House Rules or becomes belligerent, the next step is a written Incident Report that the Executive Board will review for possible investigation.

## **17. Minor Violations Penalties**

- a. The following penalties may apply to an individual determined as having committed a minor violation:
  - a. Verbal or written warning or probation
  - b. Suspension of Post privileges for a specific period of time as recommended by the Executive Board.

## **18. Major Violations**

- a. Any act of physical violence that results in, or could have resulted in, injury to persons on Post Property or damage to Post property.
- b. Any act of intentional and/or malicious damage to Post property or another's personal property on Post premises
- c. Any act, or contribution to such an act, that could potentially result in legal liabilities to the Post and/or members, (Inclusive of any violation of State or Federal law, and statutes governing sexual harassment).
- d. Any violation of the rules banning firearms inside the Post.
- e. Theft including but not limited to the unauthorized taking or giving away: currency or Legal tender, any Post property; consumables from the Club; beverages or meals without paying for them.
- f. Intentional unlawful threats by word or act to do violence to a Post member, guest of a Post member, or staff.

## **19. Major Violation Penalties**

- a. The following penalties may apply to an individual determined as having committed any major violation as deemed by the Executive Committee:
  - a. First Offense – Ranging from one (1) week to six (6) months' suspension based on the severity of the incident.
  - b. Second Offense – Within one year of the First Offense, will range from Six (6) months to one (1) year suspension based on the severity of the incident.
  - c. Third Offense – Within one year of the Second Offense, will result in permanent expulsion from the American Legion.
  - d. Failure to reimburse Post 117 for damages within specified time frame, as set by Club Manager or Executive Board shall result in indefinite suspension.



## **20. Suspended Post Privileges**

Any person (Legion, Auxiliary, SAL, or ALR member) who has their Post privileges suspended shall not be allowed in or on Post property for the length of the suspension. The only exception are for attendance at Legion, Auxiliary, SAL, and Rider meetings. Suspended members must exit the property immediately thereafter. Under no circumstances will a suspended member be allowed to consume alcohol on or adjacent to Post Property.

## **21. Probations**

Any Person under sentence of probation by the Executive Board shall be under the supervision of his or her fellow Legion Family member in attendance. If probation is violated, the Executive Board will revoke the probation and will coordinate a disciplinary hearing as describe in Section 21.

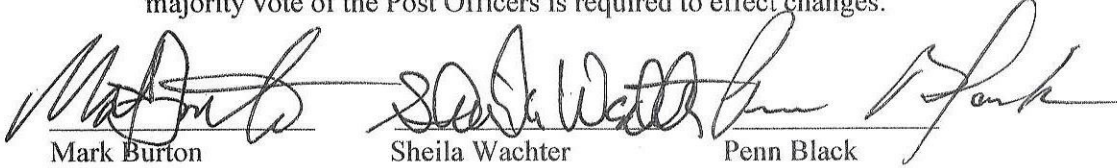
## **22. Enforcement**

Post Officers, Club Manager, Assistant Club Manager, Bartenders, and any members of this Post, are to enforce all House Rules. The Executive Committee will take the following steps when House Rules are violated, and an Incident Report is presented to them:

- a. Determine the situation that has occurred and whether further action should be taken.
- b. If further action is required, notify all persons concerned, and request interviews with those involved. It is important that all persons are interviewed separately, and that a record of each interview is kept.
- c. After all facts have been gathered and interview are complete, determine appropriate course of action using the guidelines in these House Rules.
- d. When an Incident Report has been filed against another member of this Post, persons named in the Incident Report shall receive copies of all pertinent documents promptly.
- e. If the Executive Committee recommends restricting or revoking the privileges of members or guests, the person(s) will be notified by Registered Mail. Copies will be given to the Club Manager, Assistant Club Manager, and to the member's leader (i.e. Legion Post Commander, Auxiliary Unit President, SAL Squadron Commander, or ALR Director) Post or Unit. All related documentation will be retained in the Executive Board's files. All disciplines will take affect within ten (10) days of the findings.
- f. Failure by the Executive Committee to notify the individual by Registered Mail within ten (10) days of the initiation of disciplinary action shall result in dismissal of any disciplinary action.
- g. An individual may appeal the Executive Board's decision by requesting an appeal hearing before the discipline begins. All discipline will be postponed until appeal has been settled. The individual's appeal must be received in writing by the Post within ten (10) days of the individual receiving their registered letter. The Executive Committee will then notify the individual of the date, time and place of the appeal hearing. The appeal hearing will take place within ten (10 days) from the date of receiving the individual's appeal. Failure of the individual submitting the appeal to appear in front of the Executive Committee, after proper notification, will result in dismissal of the appeal and immediate initiation of the discipline ordered by the Executive Board.

### 23. Effective Date

- a. These House Rules will remain in effect until they are revoked or revised via due process.
- b. The House Rules may be changed at any Executive Board meeting where a quorum is present; a simple majority vote of the Post Officers is required to effect changes.



Mark Burton

Commander

Pat Tillman Post 117

Department of Arizona

The American Legion

Sheila Wachter

Adjutant

Pat Tillman Post 117

Department of Arizona

The American Legion

Penn Black

Chair, House Committee

Pat Tillman Post 117

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