

Visalia Memorial District

Policies and Procedures

The primary purpose of the Visalia Memorial District is to provide and maintain a place for veterans to meet.

Veteran Use

Veteran's organizations and Veteran's groups as defined by the Military Code Section 1260(c) shall have the use of the building as a Veteran's privilege in keeping with the intent of the main purpose of a Veteran's Memorial Building.

Definition of Veteran's organizations and Veteran's groups according to Military Code is as follows:

MVC1260(c) "Veterans association" or "veteran's service organization" means any association or organization which is composed solely of persons who served honorably in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, as members of the Armed Forces of the United States, or who as citizens of the United States served honorably in time of war as members of the armed forces of any nation whose government was allied with the United States during that war, and which is organized for patriotic, fraternal, and benevolent objects.

1. The clubroom shall be limited to veterans and veterans groups.
2. In return for this privilege, order must be maintained, and the property of the Visalia Memorial District must be respected. Damage, misuse and breakage will not be permitted.
3. The clubroom shall be restored to its original condition after each use. This includes but is not limited to removal of food, paper, bottles, newspapers and any items not belonging to the Visalia Memorial District or VMD. All counters, tables, floors, and other surfaces are to be cleaned and wiped of debris and spills. Sinks are to be cleared of any items. Refuse is to be placed in the trash bins located outside the east kitchen door.
4. The clubroom is solely for the use of veterans groups however, the clubroom is the property of the Visalia Memorial District and any and all decisions as to use and addition and/or removal of items/decorations of the clubroom are at the discretion of the management and Board of Directors.

5. All Veterans organizations using the facilities on a regular basis for their meetings shall be granted one "free" day/night each year for fund raising events, district meetings, etc. This does not include the use of security which will be charged at the current rate for all events.
6. The additional benefits such as the free day/night shall be limited to those veterans groups that meet the military code definition. Veteran's groups that meet the criteria for a free night may not give away or "gift" their night to another group.
7. Any veteran's groups wishing to use the Visalia Memorial Building or VMB on days or nights after they have used their "Free special day or night" will have to clear the request with the VMD Board of Directors as to the cost of using the facilities. As a general rule, the cost will be the amount currently charged to non-profit organizations for use of the facility. No "bumping" of any current activities will be allowed.
8. Veterans groups using the VMB clubroom or other room for their regular scheduled meeting shall conclude their meeting by 10:00 p.m. or they will be charged \$25.00 per hour for each hour or part thereof after 10:00 p.m.
9. Veterans groups shall not bring any equipment into the VMB to be installed or left permanently without the permission of the VMD Board of Directors.
10. Veterans groups wishing to use the VMB on days or nights other than their regularly scheduled time and meeting night must obtain permission from the District Manager.
11. Veterans groups that cancel their regular scheduled meeting nights must notify the Manager no later than 72 hours before the scheduled cancellation or they will be charged a fee of \$25.00 to defray the cost of custodian and utilities.
12. Each Veterans group must provide to the manager what constitutes a quorum according to their bylaws.
13. Veterans groups that arrive at the VMB for their regularly scheduled meeting and do not have a quorum will notify the custodian that there was not a quorum so that the custodian can lock the facility to hold down costs.
14. Veteran's groups requesting to borrow VMD equipment (such as tables and chairs) for an activity off of the VMB premises must

first obtain permission from the VMD Board of Directors. Approved equipment removal will be signed out upon removal and signed in upon return. The manager will have a sign out sheet available for such items.

15. All Veteran's groups storing their equipment in the Visalia Memorial Building such as refrigerators, electronic devices, etc. do so at their own risk as the Visalia Memorial Districts insurance does not cover these items.
16. Veteran's groups that are provided storage space shall provide the District Manager with a key to the storage units in case of emergency. If no key is provided, the lock will be changed at the expense of the Veteran's group.
17. Veterans organizations must be currently active and in good standing in order to use the Visalia Memorial Building for their activities.
18. Veteran groups are to submit officer certification for the current year within 30 days of elections.
19. Veterans groups must provide an insurance document that lists the Visalia Memorial District as additional insured.
20. Failure to supply updated officer certification and insurance documentation will result in cancellation of meeting privilege until documents are supplied.
21. All veterans groups that meet the military code criteria must meet regularly at the VMB to enjoy the privilege such as the "Free day or night" each year.

Smoking, cleanup, labor, displays

1. Smoking is permitted in the patio area and all outside areas however, smokers are required to stand at least 5 feet from any door that leads to the interior of the building when smoking.
2. Cigarettes are to be put out in the receptacles provided. Cigarettes are not to be thrown on the ground for any reason.
3. No pictures, paintings, tapestry, signs or any items of personal property shall be hung or suspended from any part of

the building without the express approval of the Board of Directors.

4. Groups may display charters etc. for their meetings. After the meeting they shall be removed from sight and stored. This is required as a courtesy to other groups using or renting the room.
5. Any Veteran's groups or other organization (with the permission of the Board of Directors) that install within the Visalia Memorial Building any piece or pieces of equipment that is for general use and can be used by all renters, shall become a part of the Visalia Memorial building premises and shall remain as such.
6. No signs, emblems, etc., of any groups, organizations or individuals shall be permanently attached to the building or any of the property of the District without first receiving approval for same from the Board of Directors.
7. All clean up shall be completed as soon as possible after the groups have concluded their meetings, and in accordance to time arrangements made with the District representative.
8. All cleanup shall be done during the regular working hours of the District's employees and while said employees are on the premises. If this is not possible, justifiable cause must be shown before other arrangements can be made.
9. Cleanup shall be done in such a manner as to not unnecessarily interfere with the work of the employees of the District.
10. There shall be no unnecessary delay in cleanup.
11. If cleanup, etc. is not properly done, the District reserves the right to bill the group for the cost of restoring the premises to its original condition, and for any monetary loss to the District.
12. The District will not furnish any labor other than that regularly assigned to its employees.
13. Regular assignment does not include dishwashing, kitchen cleanup, decorating or removal of decorations, etc.
14. Labor hired or furnished by any group is NOT covered by the District's insurance, nor will the District assume any liability or responsibility for the employees of the various

groups in clean up or any other work. All work done by the groups or their hired help, shall be done at the responsibility of the groups and the District will not assume any liability of same. Any group with hired employees working at the building must provide proof of workers compensation prior to any work being performed.

15. The District reserves the right to request the removal of any groups' employees at their discretion.

General Rules

1. All groups using or renting the facility on a continuing basis must obtain a liability insurance policy acceptable to the Visalia Memorial District.
2. All groups renting the Visalia Memorial Building and wanting to sell alcohol must first obtain a State of California liquor license from the State Department of A.B.C. in Fresno and such license must be posted in the bar area on the date the alcohol is to be sold.
3. No alcoholic beverages shall be dispensed after 11:00 P.M. on any given night.
4. Any person or groups using the Visalia Memorial Building for a dance must obtain a dance permit from the Visalia Police Department at least 10 days prior to the scheduled event. Dance permits must be received in the office prior to the day of the event.
5. The Board of Directors reserves the right to limit, restrict or refuse rentals.