

GENERAL RULES

1. These rules (“**House Rules**”), governing the operations of the VFW Post 4933 bar, banquet hall, and outside covered patio (together, “**Canteen**”), are proposed by the House Committee and approved by the Post general membership in accordance with VFW requirements.
2. All members and guests of Post will comply with the VFW National Bylaws and Manual of Procedure, the Department (State of Tennessee), District 1, and Post 4933 (“**Post**”) Bylaws; these House Rules; and, existing federal, state, and local laws.
3. All Post members, guests, others visiting the facility (together, “**Visitors**”), and volunteers providing Canteen services (“**Canteen Staff**”) shall comply with the lawful directions of Post Elective Officers and Canteen Manager. Visitors shall also comply with the lawful directions of Canteen Staff.
4. The Canteen operates within the Post facility and is subject to all Post rules.
5. Canteen hours are Thursdays from 1700 to 2200 HRS; and, Friday and Saturday from 1700 to 2400 HRS. The Canteen may also be open during other special events and when the banquet hall is in use for an event that needs Canteen services. Dates and times are posted on the Post’s Web Site Calendar (<https://vfw4933.org/di/vfw/v2/default.asp?pid=152123>).
6. Members are responsible for their guest’s behavior when they are on the Post premises.
7. The only people authorized behind the bar, in the kitchen, or in the storeroom are Post Elective Officers, Canteen Staff, supply vendors, and government officials during the performance of their duties.
8. Posting of signs within the Canteen must be approved by the Canteen Manager.
9. The Post facility is designated as a non-smoking area for all interior spaces. Smoking is permitted only in the outside covered patio where marked.
10. Pets are allowed in the Post, except for food preparation areas, provided they are restrained or do not constitute a nuisance to Post Visitors. Pets which become threatening, agitated, or out of control must be taken off the Post premises immediately. Owners of pets are solely responsible for the conduct of their pet(s) and may be ejected from the Post with their pet(s) should their pet(s) present any issues to Canteen Staff or Visitors.
11. The Post’s telecommunications equipment and other technology devices are intended for Post business only. The telephone may be used for emergencies at the discretion of Post Elective Officers and Canteen Staff.
12. A wireless network (Wifi) is available for Visitors and Canteen Staff to use. The network name and password is posted on a wall behind the bar.
13. The use of all Canteen monitors, streaming devices and applications, and streaming shows are controlled by Canteen Staff.
14. The use of the Juke Box or other music will be discontinued during sporting event broadcasts or other broadcasts that contain information of major impact to the general public (e.g., presidential, governmental, breaking news).
15. Running of bar and food tabs is allowed at the discretion of Canteen Staff and tracked in the Canteen register. The Canteen will not accept personal checks. An ATM is available in the Canteen.
16. Canteen Staff may, at the discretion of the Canteen Manager, or on their own in the absence of the Canteen Manager, close the Canteen early under the following circumstances:
 - a) Patronage at the Canteen drops to four or less patrons for 30 minutes after 1900 HRS or when costs of staying open will likely exceed revenues.
 - b) A personal emergency occurs to a Canteen Staff member or their dependent(s) that could reasonably lead to a loss of life or significant injury or illness and there is insufficient other staff. The Canteen Manager should be notified immediately.
 - c) Keeping the bar open would pose a hazard to the Visitors or the public, or significant property damage might occur. Consideration to Visitor travel should be given during severe weather conditions.
 - d) When ordered to do so by any competent government authority (e.g., Police, Fire Department, National Guard, Department of Alcoholic Beverage Control).

BEHAVIOR STANDARDS

1. Absolutely no intimidation, harassment, abusive language, uninvited physical contact, or undue familiarity toward or with Canteen Staff will be tolerated at any time.
2. Boisterous and rowdy conduct, overindulgent use of alcoholic beverages, or the use of racial, demeaning, abusive, or

vulgar language will not be tolerated. These and other anti-social behaviors or conduct are strictly forbidden. Violators will be required to leave the Post's premises.

3. Any Post Visitor who strikes another person in a non-self-defense manner will be immediately ejected from the Post and forbidden entry for a period determined by the House Committee. Physical violence shall not be tolerated.
4. Clothing that violates reasonable standards of neatness and cleanliness, or is morally distasteful or violates common decency and propriety, shall not be worn in the Post. Visitors and Canteen Staff dress shall not be overly provocative; or, display offensive or inappropriate language, slogan, or pictures. Other items of potentially inappropriate clothing include excessively torn jeans or shorts, extremely baggy shorts or pants which reveal underwear, shirts designed as undergarments, or other revealing attire.

DRINKS & FOOD

1. All alcoholic beverages purchased in the Canteen must be consumed within the Canteen.
2. Post members may bring their own bottle for consumption in the Canteen.
3. No open alcoholic beverages are allowed outside the Canteen (e.g., parking lot).
4. "Last Call" for Canteen services will commence 30 minutes prior to closing. No food or beverages will be served after "Last Call". Open alcoholic beverages not consumed by closing time shall become property of the Canteen for proper disposition. All Visitors shall depart the Canteen no later than the established closing time.
5. Visitors are responsible for managing their own alcohol consumption and soberness when operating vehicles. Canteen Staff will assist Visitors in identifying when they should not operate a vehicle and will call for a ride when requested by a Visitor. The cost of transportation from the Post is the responsibility of the Visitor(s) benefiting from the ride. Any vehicles left in the Post parking lot shall be retrieved by Noon the next day.
6. Food and beverages offered for sale within the Canteen is purchased from suppliers by the Canteen. The Canteen Manager is responsible for maintaining an appropriate inventory for normal and special event operations.
7. Food prepared off site may be supplied by Visitors for potluck events or as donations toward meals sold by the Post as a fundraising event.
8. The Canteen Manager has the authority to contract the use of the Canteen for private parties or functions provided it does not conflict with other scheduled Post activities. Post Members and their guests shall not be excluded from the bar during normal Canteen hours regardless of any other contracts or events.
9. The Canteen Manager recommends products and pricing to the Post House Committee and the Post House Committee approves them through majority vote.
10. The Canteen Manager has the authority to provide exception pricing during special events or VFW recognized special days.
11. The Canteen Manager is authorized to advertise events and exception pricing on the Post's Web Site (<http://www.vfw4933.org>) and social media (e.g., Facebook). Other advertising requires the approval of the House Committee.
12. Post Elective Officers, Canteen Manager, committees, and the general membership should refrain from decision making (i.e., voting) while intoxicated.

CANTEEN STAFF

1. The Post Commander appoints the Canteen Manager with approval of the Post House Committee.
2. The Canteen Manager has exclusive authority over Canteen Staff.
3. Canteen Staff are volunteers. There are no employees of the Post.
4. Tips are considered donations to the Post.
5. Expenses incurred by Canteen Staff shall be paid to the Canteen Manager for distribution to the appropriate staff. A standard expense is for vehicles used in the transport of supplies and staff for the delivery of products and services in the Canteen. The rate for vehicle expenses is a standard \$20 per day without a receipt for costs. It is paid by the Post Quartermaster to the Canteen Manager in cash each week.
6. Cash transactions shall be recorded as receipts in a receipt book. The signer receives the original and a copy is maintained by the Post Quartermaster.

7. Canteen Staff shall not solicit drinks.
8. Canteen Staff shall limit alcohol consumption while on duty such that they are not impaired.
9. All complaints concerning Canteen services or staff should be directed toward the Canteen Manager. If not resolved to complainant's satisfaction, they may escalate to the Post House Committee.
10. Canteen Staff have the right to refuse service to anyone violating House Rules or appear to be intoxicated above the legal limit for operating a motor vehicle. Canteen Staff are authorized to direct such Visitors to leave the premises and may recommend additional actions (e.g., trespass) to the House Committee.
11. Canteen Staff are required to possess a permit for serving alcohol as required by the State. Only those allowed by the State may be behind the bar serving alcohol.
12. Canteen Staff are required to be trained in food handling for serving food that isn't pre-packaged (i.e., snack bags are not considered food handling). Only those allowed by the State may be behind the bar preparing or serving food.
13. The Canteen Manager, in conjunction with the House Committee, will develop a long-range plan and budget for major capital improvement of the Post facilities related to Canteen operations. The capital budget shall be included in the Post Quartermaster's master budget approved by the general membership each year.
14. Separation of Post and Canteen funds is determined by the budget proposed by the Post Quartermaster and approved by the Post general membership each year ("**Annual Budget**"). The Canteen Manager is permitted to spend within the budget constraints and monthly spending limits set by the Post members for consumables (e.g., food, beer), decorations, and other discretionary expenditures that improve the Canteen environment and fellowship.
15. Capital improvements shall come from the Building fund; and, be constrained by the Annual Budget and monthly spending limits set by the Post members.

MISCELLANEOUS

1. All scheduling for use of Post facilities or equipment shall be approved by the Canteen Manager and posted to the Post's Web Site (<http://www.vfw4933.org>).
2. Veteran and other organization meetings (e.g., American Legion, VFW membership, USSVI membership, scouts) shall be conducted in the banquet hall with doors to the bar closed during the meeting when the bar is in otherwise use. The presence of alcoholic beverages in the banquet hall during such meetings shall be restricted according to the rules of conduct (e.g., bylaws) for the meeting organization.
3. Only designated persons are allowed to enter the Post outside normal operating hours. Normally, this includes Post Elective Officers, the Canteen Manager, Canteen Staff, volunteers working on capital improvements or maintenance of the facilities, and those permitted through contracts or special events. The facility is also in use by the American Legion Post 255, United States Submarine Veterans, Inc. (USSVI) Appalachian Base, and an Honor Guard composed of members from these organizations, requiring access by leaders from these organizations.
4. Entry into the Post facilities shall be for official and permitted business only.
5. Keys to the Canteen will be maintained by the Post Commander and Canteen Manager. The Post Commander, Quartermaster, and Canteen Manager may have keys to access the building and office. A lock box in the lobby shall contain a building/office key with a combination shared with other authorized persons to access the building. The Post Commander shall decide who has access to the combination and when to change the combination.
6. Vehicles may be left overnight at the owner's risk; however, vehicles left at the Post longer than 48 hours are subject to towing at the owner's expense.
7. Post Elective Officers, the Canteen Manager, and Canteen Staff are authorized and expected to enforce these House Rules.