



## **VFW Post 9857 Canteen and House Rules**

Responsibility: House Committee

Approving Authority: VFW Post 9857  
Regular Members

Members Date Approved: 7/12/2017

Effective Date: 8/01/2017

Next Review Due Date:

Submitted by: VFW Post 9857 Commander

### **Background**

In accordance with the VFW Post 9857 By-Laws, this Canteen and House Rules govern the maintenance, control, and operation of the Canteen and the adjacent Amusement Room. Nothing in these rules is intended, to be contrary to The Post By-Laws, Department By-Laws, National By-Laws and Manual of Procedure of the Veterans of Foreign Wars of the United States, or the Laws of the United States of America, State of Ohio or City of Columbus. Those rules and laws shall govern in the case of conflict between the two. No conflict of any section of these rules with those higher rules and laws shall nullify rules contained herein that are in compliance with those laws.

The House Committee shall maintain Canteen and House Rules. The Canteen and House Rules may be amended as necessary for the efficient operation of the Canteen. The recommended amendment(s) will be presented at General Membership Meetings for review and approval. The Board shall be so informed of changes not less than ten (10) days prior to the next regular meeting or special meeting.

## Definitions

For the purpose of these rules the following terms shall be defined as follows:

- **Post**. All property including, facilities, parking areas, buildings, building contents and grounds located at 2330 Seltzer Rd, Columbus, OH 43219.
- **House**. The Post quarters and the equipment contained therein.
- **Canteen**. That area of the Post consisting of the Bar area, adjoining Recreation Room, the area adjacent to the bar including seating, men's and women's restrooms, jukebox, walk-in cooler and all storage areas for the holding of alcoholic beverages and other beverages and snacks sold at the bar.
- **Canteen Manager**. Any person appointed/hired by the House Committee to operate the Canteen subject to their instructions. (Bonding is required)
- **Bar**. The counter and any stools placed adjacent (abutting) the counter where alcoholic beverages are served.
- **Bartender**. The Bartender on duty.
- **Board**. The Board shall consist of the regular Members present at a membership meeting. The Board may permit any person to speak at a meeting of the membership, but only Members may vote on Post or Canteen business.
- **Meeting Hall**. The large room on the south end of the main building.
- **Kitchen**. Self-explanatory.
- **Parking Lot**. Paved portion of the Post grounds used for vehicular parking.
- **Grounds**. Post property outside of the main building.
- **Member**. Any VFW Post 9857 Life Member or Member of VFW Post 9857 whose dues are current.
- **Auxiliary Member**. Any Member of a recognized VFW auxiliary that is part of VFW Post 9857.
- **Guest Member**. Any VFW life Member or a Member in good standing from any VFW Post or VFW Auxiliary.
- **Special Guest**. All active duty United States Military/Reserve personnel in uniform or who are able to show proper military identification.

- **Guest.** Any person who is not a Member, guest Member or special guest as defined above that has been invited to visit VFW Post 9857 by a Regular or Auxiliary Member in good standing, or Post Auxiliary Member in good standing. Guests may only remain in the Post as long as the Guest's Sponsor is in the Post. Guests are limited to 3 Post visits (lifetime), regardless of the number of Guest Sponsors. Social Members of the Post may not be a Guest Sponsor.
- **Guest Sponsor.** A Member, Guest Member or Special Guest, as defined above, who invites a guest into VW Post 9857. Guest Sponsors are responsible for paying for Guests, who shall not to purchase alcohol in the Canteen.
- **Patron.** Any authorized person patronizing the Post.
- **Public.** All persons not listed as a Member, auxiliary Member, guest Member, special guest or guest as defined above.
- **Minor.** Any person who has not attained the age of 21.

### **Canteen and House Rules**

1. A Copy of the Canteen and House Rules will be provided to all Canteen employees when they are hired and whenever the rules are amended. The Canteen Manager will ensure that all canteen employees are familiar with these rules and will file an Employee Acknowledgment Form (see Appendix A) signed by the employee in the employee's personnel file when they are hired, and each time the rules are amended. A current copy of the Canteen and House Rules along with the Post By-Laws shall be kept behind the bar at all times and made available to any employee or Post Member upon request.
2. Oversight of Canteen operations, management, and maintenance is the responsibility of the House Committee and House Committee Chairman. Financial responsibility and procedures for Canteen sales and expenditures are in accordance with Post 9857 By-

Laws. Management of the Canteen and employed Bartenders is the responsibility of the Canteen Manager with final approval of the House Committee per Post 9857 By-Laws. Direct operation of the Canteen is the responsibility of the Canteen Manager and the Bartender on duty.

3. The House Committee shall meet monthly, prior to the monthly meeting of the Board, at a date and time set by the House Committee Chairman.

**Normal Operating Hours** are (all times Eastern Standard Time):

- i. Sunday thru Thursday 1200 until 2200.
- ii. Friday and Saturday 1200 to 0000.
- iii. Opening prior to, or remaining open after, Normal Operating Hours is at the discretion of the Canteen Manager and Post Commander. If the Canteen is permitted to open before or remain open after Normal Operating Hours it must be open for business to all Members (no private parties without the permission of the Post Commander). In no event shall alcohol be sold or consumed in the Canteen between 0230 and 0600.
- iv. The Bartenders may, at their discretion unless otherwise directed by the Canteen Manager, close the Canteen early under the following conditions:
  - A personal emergency of the Bartender occurs to them or their dependent(s) that could reasonably lead to a loss of life or significant injury illness.
  - The Bartender determines that keeping the bar open would pose a hazard to the Members, their Guest(s) or the public or that significant property

damage might occur.

- When ordered to do so by any competent government authority such as the Police, Fire Department, National Guard, Ohio Liquor Control Commission (OLCC).
- A prolonged loss of power. The Bartender will clear the Canteen of all personnel when power is lost and inform them that they are welcome to return once power is restored. If power remains out for longer than 30 minutes during periods of darkness, the Bartender may close the Canteen. During daylight hours the Bartender will remain at the premises and re-open the Canteen upon restoration of power. If the Bartender has information that power will not be restored during their shift they should contact the Canteen Manager for further directions.

4. **Canteen and Special Event Rules:** VFW Post 9857 operates under a State of Ohio liquor license. It is, therefore, **mandatory** that the rules and regulations pertaining to that license be strictly enforced. In addition, certain other rules and regulations are established to ensure the safety, welfare, and goodwill of our Members and guests.

- A. All Bartenders will attend Ohio Alcohol Beverage Commission (OABC) training, TIPS, and be familiar with the OABC rules concerning the sale of alcoholic beverages. The following rules govern the control and sale of alcoholic beverages and patrons use of the bar area. Primary enforcement of these rules is the responsibility of the Bartender on duty.
- B. All patrons will obey the directions of the Bartender. Conflicts will be resolved by the Canteen Manager.

- C. Alcoholic beverages may only be consumed at the Post during normal Canteen hours and may only be consumed within the confines of the Post building. The commander can make an exception for special and outdoor Post events.
- D. No person under the age of 21 will be served alcoholic beverages.
- E. All persons will show proof of age and valid VFW Membership or U.S. Military Identification (a Guest must show only valid proof of age) when requested by the Bartender unless they have been a previous patron and the Bartender recognizes them.
- F. If any person suspects that an unauthorized individual has entered the Post, or suspects that an underage individual is attempting to purchase or is consuming alcoholic beverages on the premises, they will notify the Bartender who will check their identification to verify the person's age.
- G. Any person who knowingly purchases alcoholic beverages for, or provides alcoholic beverages to, a minor, will have their Canteen privileges permanently terminated. As provided in Ohio Revised Code Section 43201.69(B), this section shall not apply if the alcoholic beverage is given to the person possessing or consuming it by that person's parent, spouse who is not an underage person, or legal guardian and the parent, spouse who is not an underage person, or legal guardian is present at the time of the person's possession or consumption of the alcohol.
- H. No person under the age of 21 will be permitted to sit at the bar or loiter near the bar at any time without the escort of a Post Member for specific purposes, such as a Youth Fundraiser, solicitation, etc.

- I. With the exception of special events, Post open house, and advertised meals, the general public is not authorized to patronize the Post unless they are Guests as outlined in the definitions above.
- J. As necessary, Bartenders and Post Officers will help ensure the all patrons will safely arrive at their next destination by calling a taxi, making sure the patron calls for a ride or identifying a designated driver in the party. This especially important for Members or special guests who are active duty or reserve service Members.
- K. By OABC rules, Post Officers are not allowed to provide direct service of any alcoholic beverage to a patron.
- L. Bartenders **SHALL NOT** consume alcohol while on duty. A violation of this rule **WILL RESULT** in termination of employment.
- M. Bartenders shall not consumer alcohol prior to commencing work to such an extent as to make them inebriated or that would result in his or her having a blood alcohol content (BAC) of .05% or higher.
- N. Bartenders and any paid employees are prohibited by the Ohio Alcoholic Beverage Code from being intoxicated on Post premises while working.
- O. A Member's Guest may not continue to patronize the Post in the absence of the Member.
- P. Bartenders will report all incidents and important information they become aware of pertaining to Post Members to the Commander and Canteen Manager. Information could include things like notice of a Member's hospitalization,

illness or death. The Commander will, in turn, inform the appropriate Post Officer or committee chairman.

- Q. When answering the Post's telephone, the Bartender will attempt to answer the caller's question(s). If the Bartender does not know the answer, he or she shall refer the caller to the Post Commander or, if the Post Commander is unavailable, another Officer of the Post.
- R. All Members and Guests will comply with the VFW rules, Post 9857 rules, and the existing federal, state and local laws.
- S. While Post Officers and House Committee Members cannot be absolved of their responsibilities to the Post while consuming alcoholic beverages as patrons, they should defer making Post decisions as appropriate.
- T. The Bartender has the right to refuse service to anyone and may eject any patron from the Post until the next business day for misconduct.
- U. Any Bartender or Member observing misconduct by any person must notify the Post Commander, Canteen Manager, and House Committee Chairman. The person making the report will make a written report to the House Committee Chairman as well. The House Committee may take disciplinary action against any person for improper conduct. Further information is outlined in item# 7.
- V. Bartenders/Member must be very aware of where patrons and Guest are and what they are doing in the Post. Patrons and Guests must stay in the Canteen area and are not allowed in the offices, walk-in, kitchen, storage areas, behind the bar or any room not in use unless they are authorized to be there by the Canteen Manager or other Post official.



- W. Canteen employees may not purchase, directly or indirectly, any “tickets” or otherwise participate in gaming options, with the exception of any sporting “pool” or daily/weekly drawings, on any day they work. Canteen employees may not sell “tickets” to any relative, member of their household, or any person with whom they are romantically involved.
- X. Check cashing: VFW Post 9857 will not accept checks.

5. **Post Kitchen Rules**

- A. Any paid employee working in the kitchen must have a valid Food Handlers Card (FHC).
- B. No Member may remove any items from the kitchen without the permission of the Post Commander, the House Committee Chairman or person assigned control of the kitchen.
- C. All paid and volunteer kitchen workers must comply with the specific Kitchen Rules posted in the kitchen area.

6. **Miscellaneous Canteen and House Rules.**

- A. Animals: Service animals of Members and Guests shall be permitted access to the Post with the exception of food preparation areas. Pets are not permitted in any internal areas of the Post.
- B. Weapons: Weapons are prohibited inside the Post. The Bartender, any Post Officer, at their sole discretion may designate an object as a weapon and instruct that the object be removed from the premises. Exceptions include:
  - Utensils such as knives that are the property of the Post for the use in preparing food.
  - Pocket knives of with blades of no more than 3.5 inches in length (lock-blade only). This rule is subject to the discretion of the Bartender on duty,

or any Post Officer as they see fit.

- Weapons normally used in the line of duty carried by Law Enforcement Officials.
- Weapons that belong to the Post or are obtained/authorized by the Post for ceremonial purposes.
- Violation of the Post Weapons Policy will result in termination of Canteen privileges.

- C. Proper attire is required for all Members and Guests while in the Post. Personnel that wear clothing that is determined to be too revealing or containing offensive symbols or language or is otherwise unacceptable may be asked by the on-duty Bartender or any Post Officer to leave the Post property. Footwear must be worn at all times
- D. The use of all Canteen TV's shall be controlled by the Bartender. The TV shall be on the station broadcasting programming based on the preference of the majority of the Post Members present. The volume of the TV's shall be maintained at a level that does not interfere with normal conversation in the Canteen.
- E. Posting of signs within the confines of the Canteen must be approved by the Canteen Manger.
- F. Sponsor responsibilities. Only Regular, Auxiliary, and Guest and Special Guest Members and Member as defined in these rules may sponsor a guest to patronize Post 9857. Sponsors are responsible for their guest's behavior when

they are on the premises. Sponsors must sign-in their Guest(s) in the Sign in Log. Guest will not remain at the Post without their Sponsor present. The Post Commander, Sr. Vice Commander, Jr. Vice Commander or the House Committee Chairman may waive the requirement for Guests to be signed into special events and functions where the public is invited to attend.

- G. All children in the Post will be accompanied by their parents or responsible adult while on the Post premises. The parent or responsible adult shall be responsible for the behavior of minor children in their charge. Parents and or responsible adults whose children become unruly, disruptive or disobedient will be asked to take their children and leave. All minor children must vacate the post no later than 2100, except for special events designated by the Post Commander.
- H. Parking Lot: The speed limit on the premises is 5 MPH. Handicapped parking is reserved for vehicles displaying authorized Handicapped placards/plates. Vehicles will be parked in an orderly manner, within marked parking spaces, and shall not impede the flow of traffic into or out of the Post parking lot. No vehicle shall be parked in such a manner that blocks access to or from any exit of the Post building. Motorcycles may not be parked on the sidewalk. Patrons will make reasonable effort to notify and seek approval from the Post Commander, Senior Vice Commander, House Committee Chair, or Canteen Manager to leave their vehicle at the Post for more than 24 hours in their absence. The Post retains the right to have vehicles towed at the vehicle owner's expense for violation of these rules.

7. **House Maintenance:** Maintenance of House infrastructure shall be the responsibility of the House Committee Chairman. The House Committee Chairman shall:

- A. Ensure compliance with all fire codes and ensure the Post is ready for and conducts its annual code inspection.
- B. Ensure that all Post licenses are renewed in a timely manner.
- C. Ensure that the Ohio Alcoholic Beverage Control License is renewed in a timely manner and that all employees who handle the sale, purchase, and control of alcoholic beverages meet the minimum requirements of the Ohio Alcoholic Beverage Commission.
- D. Attend to all problems with Post facility and systems to ensure they are maintained in good working order including electrical, water, heating, air conditioning, plumbing and structural matters.
- E. Make detailed and timely reports on the status of all Post facility and systems to the House Committee and Post Members including the cost of scheduled and unscheduled maintenance, the status of repairs, recommended repairs and potential issues that may arise due to deferred maintenance.
- F. Make detailed and timely financial reports to the Quartermaster concerning expenditures for maintenance and repair and resources necessary for upcoming or deferred repairs.

8. **Disciplinary Action Imposed on Post Members, Auxiliary Members, and Social Members.**

Procedures for invoking disciplinary action against a Member, Auxiliary Member, or Social Member of VFW Post 9857, responsibilities of the accusing party, the House Committee and the rights and process of appeal of the accused Post Member for violations of the House Rules are outlined in this section.

- A. Any Member, Auxiliary Member, Social Member, Guest, or employee of the Post may file a complaint with the House Committee on any patron, Member, Auxiliary Member, Social Member, Guest, employee, officer or appointee of the Post that they believe have violated the House Rules.
- B. Complaints will be submitted to the House Committee for review and must be in writing and signed by the person bringing the complaint.
- C. Any person who strikes another person in a non-self-defense manner will be immediately ejected from the Post for 30 days pending the finding of the House Committee.
- D. Racial, demeaning or abusive language or behavior shall not be tolerated. Any instance will result in immediate ejection from the Post for 24 hours by the Bartender or any Post Officer present. Any continued misconduct by any person may result in a restriction of Canteen privileges as the House Committee may direct, subject to approval by the Board. House Committee closed hearing of all involved parties. Further or more serious infractions may result in the House Committee recommendation to the Post Commander and Board of higher restrictions to include permanent loss of all Canteen privileges.
- E. Written reports must include the name of the accused, the date and time of the incident, the circumstances of the incident, and any witnesses and the name of the person or persons bringing the complaint. The Bartender on duty is responsible for the preparation of such incident reports. Post officers and Members present shall also submit an incident report at the request of the Bartender to the extent he or she witnessed any part of the incident.

- F. Any Member of the House Committee subject to a formal complaint of misconduct or abuse of these rules will not be permitted to participate in the committee's proceedings on the matter.
- G. The House Committee Chairman or the Post Commander may remand the matter to the House Committee for further action or may invoke additional disciplinary measures until such time as the full House Committee can take up the matter.
- H. Any measure imposed by the House Committee Chairman may be overruled by the Post Commander. Any measure imposed by the Post Commander on a Post Member may be overridden by the Board at the next regular scheduled meeting or at a special meeting called for the purpose of reviewing the actions of the accused.
- I. The maximum penalty that may be imposed on an accused Member by anyone other than the House Committee or Post Commander is a suspension of Canteen privileges for 48 hours. Any person accused of violating the rules and subject to a disciplinary action brought before a hearing of the House Committee will be afforded the opportunity to present their case in person before the committee. The accused, as an option to appearing in person, may present their case to the Committee in writing.
- J. The accused may appeal any decision of the House Committee in writing to the Board. The Board may refuse to review the case, make modifications to, or overrule the decision of the House Committee. The Board's decision is final and may not be appealed.
- K. With the exception of ejection from the Canteen by a Bartender on duty, persons subject to suspension of Canteen privileges shall be notified in writing (whether

paper or electronic) of the infraction, start and end dates of the suspension, and the signature of either the Post Commander or the House Committee Chairman.

The House Committee Chairman or Post Commander may leave written notification of a person's suspension with the Bartenders, who will provide the notice to the suspended person upon his or her entry into the Post.

- L. A list of persons whose Canteen privileges have been suspended or terminated will be maintained at the bar. Bartenders are responsible for familiarizing themselves with the list of persons whose Canteen privileges have been suspended or terminated. A Bartender who knowingly serves any person whose Canteen privileges have been suspended or terminated is subject to disciplinary action as the House Committee may recommend and the Board may approve.
- M. Sponsors of Guests are subject to disciplinary action for the conduct of their Guests as the House Committee may recommend and the Board may approve.
- N. The following are non-exhaustive examples of infractions and minimum suspension for such infractions:
  - 30 Day: Failure of any person to depart the premises after being instructed to do so by the Bartender on duty or the Canteen Manager.
  - 60 Day: A second instance of failing to depart the premises after being instructed to do so by the Bartender on duty or the Canteen Manager.
  - 90 Day: Initiating a physical altercation with another person on Post premises.
  - 120 Day: Possession of a prohibited weapon or illegal drugs on Post premises.

- Permanently barred: A third failure to depart the premises after being instructed to do so by the Bartender on duty or the Canteen Manager; Possession of any weapon or illegal drugs by a Guest, or any conduct by a Guest resulting in the involvement of law enforcement authorities.

9. **Hiring, Counseling, Suspension and Termination of Canteen Employees:**

- A. ***Canteen Manager.*** The House Committee shall appoint a Manager to operate the Canteen, subject to their instructions. The Manager shall be responsible to the House Committee and the Post Commander for the conduct of all Patrons as required by the Canteen Rules. The hiring, counseling, suspension and recommendation to terminate the Canteen Manager shall be the responsibility of the House Committee. Suspension of the Canteen Manager may only occur with the consent of a majority of the House Committee. However, the House Committee Chairman with the approval of the Post Commander (or Sr. Vice Commander in his absence) may temporarily suspend the Canteen Manager until such time as the House Committee can meet and take up the matter. Unless the suspension occurs within 10 days of a regularly scheduled House Committee Meeting the House Committee Chairman will call a Special House Committee Meeting to address the issue.
- B. **Hiring of Bartenders:** The hiring of Bartenders is the responsibility of the Canteen Manager, subject to final approval by the House Committee before placement. The new hire will be placed on a 90 probation period.
- C. **Counseling of Canteen Bartenders:** The counseling of canteen Bartenders is the responsibility of the Canteen Manager. Counseling will be documented



using VFW Post 9857 Employee Counseling and Discipline Form (Appendix B). The Canteen Manager will document the events which form the basis for counseling and/or disciplinary action and the action was taken (warning, suspension, or termination, etc.) The counseled employee will be offered the opportunity to make comments on the appropriate section of the Employee Counseling and Discipline Form. The Canteen Manager will seek the employee's signature on the form which will indicate their awareness of the counseling /disciplinary action. If the employee refuses to sign the form, the Canteen Manager will stress that their signature does not constitute an admission of wrongdoing, but merely an acknowledgment of the action taken. If the employee still refuses to sign the form, the Canteen Manager will note this on the form.

- D. **Suspension and Termination of Employees:** Disciplinary action resulting in the suspension or termination of canteen employees is the responsibility of the House Committee. However, the Canteen Manager, with the consent of the House Committee Chairman, may suspend an employee until such time as the House Committee can meet to take up the matter. Unless the suspension occurs within 10 days of a regular schedule House Committee Meeting, the House Committee Chairman will call a special House Committee Meeting to address the issue. Termination or extended suspension requires a majority decision of the House Committee. It is the responsibility of the Canteen Manager and/or House Committee Chairman to make regular reports to the House Committee of all counseling and disciplinary actions taken.

- E. **Appeals:** Any employee who has been counseled, suspended or terminated may appeal their case to the House Committee. The employee will be notified as to the time and place of the House Committee Meeting that will address the issue. The employee will be afforded the opportunity to present their case to the House Committee and may bring witnesses in their defense. Request for appeal to the House Committee will be made in writing.

Approvals:

Post Commander: \_\_\_\_\_

Larry Salsbury, Commander, VFW Post 9857

House Committee Chairman: \_\_\_\_\_

Rodger Eckelberry, House Committee Chairman, VFW Post 9857

Appendix A

Employee Acknowledgment Form

I, \_\_\_\_\_ have received a copy of Post 9857's Canteen and House Rules I have familiarized myself with these rules and understand that I am responsible for complying ng with the rules at all times. I also understand that any time I am unclear of the intent of these rules I am responsible for seeking clarification by the Canteen Manager, Post Commander, or House Committee Chairman.

Should at any time I believe that by carrying out any of these rules would be in violation of local, state or federal law or that by doing so will cause harm or damage to personnel or property I will immediately contact the Canteen Manager, Post Commander, or House Committee Chairman for Clarification. If I am unable to contact any of these individuals, I will seek direction or advice from any Post Officer.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Appendix B

Employee Council and Discipline Form

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Name & Title of Person Conducting Counseling: \_\_\_\_\_

Description of Events leading to Counseling (Required):

Corrective Action Taken (Required):

Employee's Comments (Optional at employee's discretion, indicate "none" if no comments are desired:

Employee's Signature: \_\_\_\_\_

(Signature is an acknowledgment that employee has been counseled and is not an admission of wrong doing.)