

VFW POST 7907
CANTEEN AND HOUSE RULES

Responsibility: House Committee
Approving Authority: VFW Post 7907 Members
Date Approved: Revision 3. Aug. 21, 2014
Next Review Due: Sept. 2015
Submitted by: D.C Stonecipher

Background

In accordance with Article VII of the Poway VFW Post 7907 By-Laws, these Club & House Rules govern the maintenance, control and operation of the Club House. 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 and the Laws of the United States of America, State of California and City of Poway and those rules and laws shall govern in the case of conflict between the two.

The House Committee shall maintain Club and House Rules. The Club and House Rules may be amended as necessary for the efficient operation of the Club. The recommended amendment(s) will be presented at General Membership Meetings for review and approval. The membership 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;

1. **Post.** All property including, facilities, parking areas, patios, buildings, building contents and grounds located at 12342 Old Pomerado Road Poway, CA. 92064.
2. **Canteen.** That area of the Post consisting of the Bar, the area adjacent to the bar including seating, men's and women's restrooms, pool table, jukebox, front patio, walk-in cooler and all storage areas for the holding of alcoholic beverages and other beverages and snacks sold at the bar. The terms Canteen & Club are used synonymously.
3. **Bar.** The counter and any stools placed adjacent (abutting) the counter where alcoholic beverages are served.
4. **Bartender.** The Bartender on duty.
5. **Meeting Hall.** The west half of the main building including the adjacent women's / handicap restroom but not including the kitchen. This area may also be referred to as the Dining Hall.
6. **Kitchen.** Self explanatory but also includes the BBQ patio on the south side of the building accessed through the outside exit from the Kitchen and the BBQ Pit on the west end of the building.
7. **Parking Lot.** The entire Post grounds that may be accessed by vehicular traffic. This includes all grounds that are or are not paved, marked or posted that can be driven on.
8. **Storage Sheds.** The two free standing buildings on the west end of the Post property.
9. **Post 7907 Member.** Any member in good standing of Poway Post 7907 VFW.
10. **Post 7907 Ladies Auxiliary Member.** Any member in good standing of Poway Post 7907 VFW Women's Auxiliary.
11. **Guest Member.** Any member in good standing from any VFW Post, VFW Ladies' Auxiliary, VFW Men's Auxiliary, members in good standing from Poway American Legion, a Fleet Reserve member in good standing, or any American Legion member in good standing from any post, except American Legion Post 1000 Members who must sign in.
12. **Special Guest.** Any person serving on active duty in the United States Military or Reserve who is able to show proper identification.

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13. **Guest(s).** Any person who is not a member, guest member or special guest as defined above that has been invited to visit the Poway Post by a VFW member in good standing, a Ladies' Auxiliary member in good standing, or a Poway American Legion member in good standing.
14. **Sponsor.** A Member, Guest Member or Special Guest, as defined above, who invites a Guest into Post 7907.
15. **Patron.** Any authorized person patronizing the Post.
16. **Public.** All persons not listed as Post 7907 Member, Post 7907 Ladies Auxiliary Member, Guest Member, Special Guest or Guest as defined above.
17. **Minor.** Any person who has not attained the age of 21.
18. **Sponsored Events.** Teams or events sponsored by Post 7907 VFW. Participants are not required to sign in.

Canteen & 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 in the employees personnel file an employee signed copy of the Canteen and House Rules Acknowledgment Form (Appendix A) when they are hired and each time the rules are amended. The Canteen and House Rules Acknowledgment Form is attached to the end of these rules. A current copy of the Canteen and House Rules shall be kept behind the bar at all times, available to any employee or Post 7907 Member as defined above.
- 2) The House Committee Chairman and up to three House Committee members are appointed by the VFW Post 7907 Commander. Oversight of Canteen operations, management and maintenance is the responsibility of the Post Commander, House Committee and House Committee Chairman. Financial responsibility and procedures for Canteen sales and expenditures are in accordance with the Poway Post 7907 By-Laws. Management of the Canteen and employed bartenders is the responsibility of the Canteen Manager. Operation of the Canteen is the responsibility of the Bartender on duty.
 - a) Normal operating hours are (all times local):
 - i) Monday through Thursday 10 am to 9 pm.
 - ii) Friday 10 am until 11:00 pm.
 - iii) Saturday 11am – 9 pm.
 - iv) Sunday 9 am – 9 pm.
 - v) Closing hours are subject to modification based on Canteen activity and special events.
 - vi) Last call will be called 15 minutes prior to scheduled closing time unless modified, see v) above.
 - b) Happy Hour. Happy hour is from 4 pm – 6 pm Monday through Friday. Additionally, VFW Life Members receive happy hour prices all day on Tuesdays.
 - c) No one is allowed behind the bar without the Bartender's permission with the exception of the Bar Manager and the House Committee Chairman.
 - d) The Bartender **may**, at their discretion unless otherwise directed by the Canteen Manager or Post Commander, close the Canteen early under the following conditions:
 - i) Patronage at the Canteen drops to four or less members for more than 30 minutes after dark (dark is defined as that time period after 30 minutes past sunset) or when the cost of keeping the Canteen open exceeds the revenue received. .
 - ii) A personal emergency occurs to them or their dependent(s) that could reasonably lead to a loss of life or significant injury / illness.
 - e) The Bartender **will** close the Canteen early under the following circumstances:

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- i) 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.
 - ii) When ordered to do so by any competent government authority such as the Police, Fire Department, National Guard, Department of Alcoholic Beverage Control, etc.
 - iii) A 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.
- 3) The control and sale of alcoholic beverages and patrons use of the bar must be strictly controlled. All bartenders will attend RABS training and be familiar with the ABC 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.
- a) 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 or the front patio.
 - b) No person under the age of 21 will be served alcoholic beverages.
 - c) All persons will show proof of age and / or valid membership when requested by the bartender.
 - d) 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 identity.
 - e) Any person who purchases alcoholic beverages for, or provides alcoholic beverages to, a minor will have their canteen privileges suspended and will be held responsible for any and all civil actions resulting from said infraction.
 - f) No person under the age of 21 will be permitted to sit at the bar or loiter in the tiled area adjacent to the bar at any time.
 - g) In keeping with the intent of the law to prevent exposure to second hand smoke, no person under the age of 18 shall be permitted to sit or loiter on the front smoking patio while patrons are smoking.
 - h) With the exception of special events and advertised meals, the general public is not authorized to patronize the Post unless they are guests as outlined in the definitions above.
 - i) Bartenders are not allowed guests while on duty nor will they conduct any other activities or functions not associated with their duties as bartender.
 - j) A member's guest may not continue to patronize the Post in the absence of the member.
 - k) All members and guests will comply with the VFW rules, Post 7907 rules, and the existing federal, state and local laws.
 - l) All patrons will obey the directions of the Bartender.
 - m) The Bartender has the right to refuse service to anyone and may eject any patron from the post until the next business day.
 - n) Any bartender or member observing misconduct by any patron must notify the House Committee via the House Committee Chairman or any House Committee member and a written report will be prepared.
 - o) The House Committee may take disciplinary action against any member, or guest for improper conduct.
 - p) In addition to being expelled from the Post until the next business day, the House Committee Chairman or Post Commander may take additional disciplinary action until such time as the House Committee and Board of Directors can review the case.
 - q) Running of Tabs are not authorized at any time. The Canteen Manager may authorize the posting of pre-payment for canteen services for special events. In all such cases the

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Canteen Manager will notify the House Committee Chairman and all Bartenders slated for duty during the event and prior to the event that pre-payment is authorized and provide a name for the individual at the event who is the point person that will post the funds and receive any unused funds at the conclusion of the event. Patrons authorized pre-payment will post the specified amount with the bartender. The bartender will deduct the cost for each item purchased at the time of service, enter the charge and monies into the cash register at the time of service and keep a running tally of the remaining funds on hand. The bartender will return any unused monies to the patron at the end of the event. If the pre-posted funds run out during the event the bartender will give the patrons the option of posting additional monies with the canteen or instruct the patrons that they will have to pay as they go for any additional items ordered. The pre-posting of payment is done as a convenience to the patrons and does not alleviate the bartender from entering each transaction at the cash register as they occur.

4) Post Kitchen Rules

- a) The Post Commander shall designate the Ways and Means Chairman or other person to have overall control of the Post Kitchen.
- b) Any item that the canteen provides for any meal will be charged at the retail rate and must be paid for at time of purchase. If the meal is for the VFW 7907 general fund Orange juice will be provided at no cost.
- c) Volunteers who work in the Post Kitchen, except those assigned to general clean-up must hold a current Food Handler's License issued by County San Diego, Department of Environmental Health.
- d) 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.
- e) Meal announcements. Scheduled meals will be announced in the monthly post newsletter. Meals are served on a first come, first served basis unless otherwise advertised. Pre-selling of certain meals may occur. All pre-sales will be listed as such in the monthly newsletter indicating the date that patrons may begin purchasing tickets. For last minute meal events that occur after the newsletter is issued pre-sales notice will be posted on the website (www.vfw7907.info) and indicated on the meal schedule board in the canteen.

5) 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. Pets are allowed on the front patio as long as none of the members present object. Pets becoming threatening, agitated or out of control must be taken off the premises immediately or locked in a private conveyance.
- b) Smoking. Smoking is permitted outside the building including the parking lot, front patio or on the BBQ patio off the kitchen. Smoking including E- Cigarettes is not permitted inside the post building or storage sheds at any time.
- c) Firearms or other weapons including sheath knives are prohibited inside the Post. The Bartender, the House Committee Chairman or any Post Officer may, at their sole discretion designate an object as a weapon and ask that the object be removed from the premises. Exceptions include:
 - i) Utensils such as knives that are the property of the Post for the use in preparing food.
 - ii) Pocket knives of reasonable size. This rule is subject to the discretion of the Bartender on duty, House Committee Chairman or other Post Officer as they see fit.
 - iii) Weapons normally used in the line of duty carried by Law Enforcement Officials.

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- iv) Weapons that belong to the Post or are obtained by the Post for ceremonial purposes.
- d) Proper attire is required for all members and guests while on the Post. Personnel that wear clothing that is determined to be too revealing or containing offensive symbols or language or otherwise unacceptable may be asked by the Bartender, House Committee Chairman or any Post Officer to leave. Footwear must be worn at all times.
- e) The use of the Juke Box will be discontinued during all Post meetings or Government broadcasts that contain information of major impact to the general public and all major sporting events involving local teams during the regular season and all playoffs and championship games. The Bartender will enforce this rule in the interest of the majority of the customers. The volume of the jukebox shall be maintained at a level that does not interfere with normal conversation in the Canteen.
- f) The use of all Canteen TV's shall be controlled by the Bartender. The main TV located at the rear of the bar shall be tuned to Government broadcast of news that contains information of major impact to the general public. In lieu of the above the TV shall be on the station broadcasting Padres and Chargers games or NASCAR races when aired. The bartender will enforce this rule in the interest of the majority of the customers. The volume of the TV shall be maintained at a level that does not interfere with normal conversation in the Canteen.
- g) Posting of signs within the confines of the Canteen must be approved by the House Committee Chairman or the Post Commander.
- h) Personal checks drawn on local banks from known members of the VFW or Post 7907 Women's Auxiliary in good standing may be accepted for cash up to \$60.00. With the exception of the Quartermaster, any Post elected Officer or House Committee Chairman may approve a check up to \$100.00 but may not approve their checks. Checks from known members in good standing may also be accepted from local banks for merchandise (hats, etc.) or VFW events (New Years party, bus trips, etc.). No out of county checks will be accepted for any amount without the Post Commander, Sr. Vice Commander, Jr. Vice Commander or House Committee Chairman's approval. The Post retains the right to charge a \$25 fee for returned checks. Additionally, any person writing a check that is returned for non-sufficient funds may be denied future check writing privileges—or other disciplinary action as may be approved by the Post Commander, Jr. Vice Commander or House Committee Chairman. No two party checks will be accepted.
- i) Membership applications. Membership applications and fees will be accepted by the Canteen Manager, House Committee Chairman or any Post Officer. Bartenders while on duty may also take monies for renewal of continuous membership.
- j) Sponsor responsibilities. Only Post 7907 Members, Post 7907 Ladies Auxiliary Members, Guest Members and Special Guest as defined in these rules may sponsor a guest to patronize Post 7907. Sponsors are responsible for their Guest's behavior when they are on the premises. Sponsors must sign their Guest(s) in the Guest Log held by the bartender. Guest will not remain at the Post without their Sponsor present unless another authorized Sponsor agrees to assume responsibility for that Guest. The Post Commander, Sr. Vice Commander, Jr. Vice Commander or the House Committee Chairman may waive the requirement for Guests to be signed in during special events / functions where the public is invited to attend. Additionally signing is waived for sponsored team or events.
- k) 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 responsible adults whose children become unruly, disruptive or disobedient will be asked to take their children and leave.

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- l) Parking Lot. The speed limit on the premises is 5 MPH. Handicapped parking is reserved for vehicles displaying authorized Handicapped placards. Vehicles will be parked in an orderly manner and shall not impede the flow of traffic into and out of the Post parking lot. No vehicle shall park in such a manner that blocks access to or from any exit of the Post building.
 - m) Vehicles may be left overnight at the owner risk, however, vehicles left at the Post longer than 24 hours are subject to towing at the owner expense unless prior approval has been obtained from the House Committee Chairman or Delegated Authority.
 - n) Some parking spots beside the Men's Shed are available for long term storage for a fee. Arrangements must be made in advance on a first come first served basis with the Post Commander or House Committee Chairman.
 - o) RV Parking (20 and 30 Amp service) is available for anyone authorized to use the Post 7907 facilities without a sponsor, for a fee. RV Generators and other noise will be regulated after 2200 daily. Arrangements will be made in advance with the House Committee Chairman or Delegated Authority.
 - p) House Schedule. All scheduling for use of Post 7907 facilities and or equipment shall be approved by the House Committee Chairman or Delegated Authority.
- 6) 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 insure 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 California 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 California Alcoholic Beverage Control Act.
 - 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 cost for scheduled and unscheduled maintenance, 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.
- 7) Procedures for evoking disciplinary action including the responsibilities of the accusing party, the House Committee and the rights and process of appeal of the accused member for violations of the House Rules are outlined in this section.
- a) Any member, guest, or employee of the Post may file a complaint with the House Committee against any patron, member, employee, officer or appointee of the Post that they believe have violated the House Rules.
 - b) Complaints submitted to the House Committee for review must be in writing and signed by the person bringing the complaint.

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- c) Written reports must include the name of the accused, the date and time of the incident, the circumstance of the incident and any witnesses and the name of the person or persons bringing the complaint.
 - d) Any member accused of violating the rules and subject to disciplinary action shall have a right to receive a copy of the written report against them without undue delay.
 - e) Any Member of the House Committee subject to a formal complaint for misconduct or abuse of these rules will not be permitted to participate in the committees proceedings on the matter.
 - f) Expelling a patron until the next business day is the maximum penalty that may be imposed by the Bartender. A written report of the incident will be made to the House Committee Chairman. If no further disciplinary action is deemed necessary the report will be held on file for a maximum of 180 days. Provided no other incidents occur during that time period the report will be destroyed and no record of the incident will be maintained and the circumstances of the incident may not be used against a member any time thereafter.
 - g) The House Committee Chairman or the Post Commander may remand the matter to the House Committee for further action. Additionally they may evoke 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 may be overridden by the Post Members 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 suspension of Poway Post privileges until the next scheduled meeting of the committee. If no meeting occurs in any given month, the maximum penalty that may be imposed is suspension of Poway Post Privileges for 30 days for first offenses.
 - j) Any member accused of violating the rules and subject to 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.
 - k) The maximum penalty that may be imposed by the House Committee or Post Commander is permanent revocation of Poway Post privileges. Additionally, for serious infractions in violation of the National By-Laws, the committee may recommend to the Board that the National office of the Veterans of Foreign Wars be notified.
 - l) The accused may appeal any decision of the House Committee or Post Commander in writing to the Post Board of Directors. The Board of Directors may refuse to review the case, make modifications to, or overrule the decision of the committee. The Board's decision is final and may not be appealed.
- 8) Hiring, Counseling, Suspension and Termination of Canteen Employees.
- a) Canteen Manager. The hiring, counseling, suspension and termination of the Canteen Manager shall be the responsibility of the House Committee Chairman and or Post Commander. Suspension and termination of the Canteen Manager may only occur with the consent of a majority of the House Committee. However, the House Committee Chairman may temporarily suspend the Canteen Manager until such time as the House Committee can meet and take up the matter. The House Committee Chairman will strive to notify the Post Commander (or Sr.Vice Commander in his absence) prior to any suspension of the Canteen Manager. Unless the suspension occurs within 10 days of a

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regularly scheduled 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.

- b) Hiring of Bartenders. The hiring of canteen bartenders is the responsibility of the Canteen Manager with consent of the House Committee Chairman and or Post Commander.
 - c) Counseling of Canteen Bartenders. The counseling of canteen bartenders is the responsibility of the Canteen Manager. Counseling will be documented using VFW Post 7907 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 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 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 and Post Commander, 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 regularly scheduled 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.
 - e) It is the responsibility of the Canteen Manager and / or House Committee Chairman to make regular reports to the House Committee and Post Commander of all counseling and disciplinary actions taken.
 - f) 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.
- 9) APPROVAL

Post Commander _____ date _____

APPROVED. ORIGINAL ON FILE
8/21/2014

House Committee Chairman _____ Date _____

Post Membership;

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Appendix A
Employee Acknowledgment Form

I, _____ have received a copy of Post 7907's Canteen and House Rules. I have familiarized myself with these rules and understand that I am responsible for complying 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 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 or House Committee Chairman for clarification. If I am unable to contact either of these individuals I will seek direction / advice from any Post Officer.

Date: _____

Signature: _____

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Appendix B
Employee Counseling 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: _____

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