



# The American Legion

Bernard L. Tobin Post 128, Inc.  
44 North Parke Street  
Aberdeen, Maryland 21001  
(410) 272-9822

## STANDARD OPERATING PROCEDURES

### MEMBERSHIP LOUNGE

1. Bar hours are determined and approved by the Executive Committee.
2. The Second Vice-Commander may make changes in daily or monthly pricing.
3. The House Committee will be responsible for check limits.
4. Bar Procedures for Handling Legion Funds
  - 4.1. Each shift will have its own bank. If there is more than one bartender working, the primary assigned bartender is responsible for the bank on that shift.
  - 4.2. All items identified as a register sale will be rung up in the register at the time of the sale.
  - 4.3. At the end of each shift, the bartenders will include the Daily Register Tape (X tape) with the Daily Bar Report.
  - 4.4. Two party checks will no longer be cashed. Checks must be made out to Post 128.
5. Lounge Manager Responsibilities
  - 5.1. The Lounge Manager will identify all items subject to Register Sales as approved by the House Committee. This information will be relayed to the Bartenders and random checks for compliance will be conducted.
  - 5.2. All Bank deposits will be based on the resultant of the closing bank minus the starting bank.
  - 5.3. All Legion funds will be reported to the Finance Officer monthly, prior to the Executive Meeting each month. All payouts will be reviewed at the end of the month by the House and Finance Committees.
  - 5.4. The Lounge Manager will supervise the bar tenders and correct any situation deemed to be immediately detrimental to the safe and "member friendly" operation of the Lounge area. This corrective action will include the relief of bartenders if deemed necessary to restore a proper decorum. The Commander will be immediately notified of the instance and an emergency meeting of the Executive Committee may be called.
6. Lounge Rules:
  - 6.1. Legion membership cards must be presented to the bartender upon request.
  - 6.2. Legion members must sign-in and are responsible for their guests.
  - 6.3. The bartender has the right to refuse service to anyone.
  - 6.4. The bartender shall have full authority to enforce house rules while on duty and may eject any member for misconduct or violations of the house rules. The members have a right of appeal to the Executive Committee.
  - 6.5. No member, or employee, shall reprimand an officer or an employee of The American Legion. Any suggestion or criticism of the lounge, or Legion, operation, shall be submitted to the Commander for presentation to the Executive Committee and it will be given due consideration.
  - 6.6. Sports and special events have priority on Lounge televisions.
  - 6.7. No profanity, sleeping, or Legion business will be discussed at the Bar.
  - 6.8. Food may be brought into the Post/Lounge only when kitchen is closed.

- 6.9. Checks will be cashed for Post members only.
- 6.10. No firearms, except for honor guard rifles, will be allowed in the building.
- 6.11. Minors will not be allowed in the bar area unless accompanied by a parent or guardian who is responsible for their conduct.
- 6.12. Minors are not allowed to sit at the bar.
- 6.13. Minors will not be in the bar area after 9:00 P.M. unless food is available.
- 6.14. No one may bring into the bar alcoholic beverages purchased off of Post property.
- 6.15. Guests accompanying Post members must be signed in to the guest book by a Legion member.
- 6.16. Guests are prohibited from making any purchases.
- 6.17. Operation of the Lounge will be in compliance with all Federal, State, and County laws.
- 6.18. Criteria for calling "***Last Call***" in the Lounge at 2145hrs (9:45PM):
  - 6.18.1. The bartender(s) may announce "***Last Call***" when one of the following is met:
    - 6.18.1.1. There is fewer than six (6) patrons in the Lounge area.
    - 6.18.1.2. There are only five (5) patrons in the Lounge and fewer than three (3) are playing slots.
    - 6.18.1.3. If there are fewer than three (3) patrons in the Lounge and they are all playing slots.
  - 6.18.2. Criteria for calling "***Last Call***" in the Lounge at 0045hrs (12:45AM):
    - 6.18.2.1. Regardless of the number of patrons in the Lounge "***Last Call***" will be announced at 0045hrs (12:45AM).
    - 6.18.2.2. All patrons must exit Bernard L. Tobin Post 128 by 0115hrs (1:15AM).
    - 6.18.2.3. Bernard L. Tobin Post 128 will be vacated by 0130hrs (1:30AM).
- 6.19. All Mangers and Bartenders have been briefed on this SOP.