



The American Legion  
DEPARTMENT OF VIRGINIA  
1708 Commonwealth Avenue  
Richmond, Virginia 23230

## Rental Facility Information Form

Facility Name	
Post Number	
Address	
City	
Zip Code	
Rental Contact Name	
Contact Phone Number	
Website URL	
Facebook URL	
Instagram Page	
Twitter Handle	
Rates (Hourly rate or link to your rates on website)	
Capacity (as shown on Occupancy Permit)	
Parking (Yes/No)	
Handicap Accessible (Yes/No)	
About Our Facility: Write a one paragraph description of your facility.	

For a new listing on the Department Rental Facility Locator, fill in all information. Send this form via email along with a picture of the rental facility to [support@valegion.freshdesk.com](mailto:support@valegion.freshdesk.com) with the subject line of "Department Rental Facility Locator New Listing". For an update to an existing listing, fill in the new information on this form and send an update request to [support@valegion.freshdesk.com](mailto:support@valegion.freshdesk.com) with the subject line of "Department Rental Facility Locator Update".