

**COLEMAN MEMORIAL PARK  
1400 WEST MAPLE STREET • LEBANON, PA 17046  
717-272-7271**

**PAVILION RESERVATION APPLICATION NO. \_\_\_\_\_**

(All fields below must be completed)

~MINIMUM OF 72 HOUR WAITING PERIOD FOR RENTAL~

~RESERVATIONS HELD ONLY WITH PAYMENT~

Date of application: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell or Home? \_\_\_\_\_ Work: \_\_\_\_\_  
Cell or Home

E-mail: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Pavilion reservation date: \_\_\_\_\_

Pavilion No. \_\_\_\_\_ Electric requested (if available) yes \_\_\_\_\_ no \_\_\_\_\_

Rental fee \$ \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Purpose (be specific): \_\_\_\_\_

*The undersigned agrees to reimburse Coleman Memorial Park for any property damage or breach of rules for pavilion rental incurred by utilizing the facility. The undersigned also agrees to comply with all posted rules and regulations for the facility and Park, Rules for Pavilion Rental, and City of Lebanon Park Rules and Regulations, Section 943.01 of the Codified Ordinances. The undersigned agrees to indemnify and save harmless Coleman Memorial Park and the City of Lebanon against any and all costs, actions, claims and demands whatsoever that may result from the activities and/or events conducted by or under the sponsorship of the undersigned. Any authorized Coleman Memorial Park or City of Lebanon representative reserves the right to terminate the rental and/or event immediately with no refund to the applicant.*

**PLEASE REVIEW IMPORTANT INFORMATION REGARDING THE PLAYGROUND LISTED ON  
SECOND PAGE**

**Undersigned shall be responsible for ensuring compliance with Governor Wolf's Orders in effect on the date of the event and for following the CDC's guidance for social distancing and wearing masks.**

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

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

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**PLAYGROUND INFORMATION**

- Please use the playground at your own risk.
- Playground equipment is not cleaned and sanitized.
- Use of hand sanitizer is recommended.
- Handwashing before and after using the playground equipment is recommended.

Reservation Form and check made payable to "City of Lebanon" may be mailed to or paid in person at the address below. Major credit cards are accepted with in person payment.

CITY OF LEBANON  
DEPARTMENT OF ADMINISTRATION  
ROOM 217, MUNICIPAL BUILDING  
400 S. EIGHTH STREET  
LEBANON, PA 17042

OFFICE HOURS 8:30 A.M. – 4:30 P.M., excluding Saturdays,  
Sundays and City of Lebanon holidays; 717-228-4401

When the application form and payment are received, your reservation will be confirmed and a receipt sent to you by return mail. On the day of your event, your pavilion will be posted as "reserved" by park personnel.

It is strongly recommended that the renter take copies of the following rental agreements to the park on the day of your event:

- Rules for pavilion rental
- Completed and numbered pavilion reservation application
- City of Lebanon payment receipt
- City of Lebanon Park Rules and Regulations (C.O. Section 943.01)

These documents will serve as a resource should you have any questions, and will provide verification that you are the authorized user of the property on the given date, if you are asked to show proof of your reservation.