

City of Lebanon Department of Recreation

400 South 8th Street, Lebanon, PA 17042

Phone (717) 228-4401 Fax (717) 228-4450 Email: admin@lebanonpa.org

Park Building Rental

Fees and Regulations

Optimist Building

8:00 am to 11:00 pm

Rental Fee - \$150.00

Capacity:

75 people

Nature Barn at Stoever's Park

8:00 am to 11:00 pm

Rental Fee - \$75.00

Capacity:

75 people

Pavilions at Stoever's Park

8:00 am to dusk

Rental Fee - \$25.00

Capacity:

Large pavilion – 50

(Theatre Drive - no electric)

Large pavilion – 50 (lake)

(electric - \$10.00 more)

A refundable security deposit of \$300.00 is due when the application is received, and is not applied toward the total rental fee. The rental fee is due upon key pickup.

Reservations for buildings are confirmed when security deposits are received. Reservations for pavilions are confirmed with payment. The security deposit is returned after the building is inspected and fees for cleaning, maintenance, keys, employee services, trash or other violations of this agreement are deducted.

A building may not be occupied after 11:00 pm or before 8:00 am. The rental time includes set-up, tear down, and clean up time.

If a cancellation is made 15 days or more prior to the reservation, the security deposit will be refunded. Half of the security deposit will be returned if a cancellation is made less than 15 days before the reserved date. If these dates are not met, the security deposit will not be returned.

Keys may be picked up in the City Clerk's Office, Room 217 of the Municipal Building, the day of the reservation. Key pickup for Saturday and Sunday rentals is Friday before 3:30 p.m.

Instructions for Reservations

Please return the Park Building Rental Statement of Agreement, Reservation Application, and security deposit to: City of Lebanon, City Clerk's Office, Room 217, Municipal Building, 400 South 8th Street, Lebanon, PA 17042. Payment may be made by major credit card or check made payable to "City of Lebanon". When we receive the forms and payment, your reservation will be held and a receipt will be returned to you.

We strongly recommend making a copy of both forms for your records and taking them with you to your event as verification that you have made application for use of our property in the event a police officer or other public safety official asks for documentation of your use of the property. Emergency contact number: City Police 272-2054 or Director of Administration at 228-4401 (8:30 a.m. – 4:30 p.m. weekdays) or 717-304-4264

Revised 1/23/2018

City of Lebanon Department of Recreation
400 S. 8th Street, Lebanon, PA 17042

Park Building Rental

Statement of Agreement

Rental is for building use only. All City parks close at dusk. Therefore, all guests must remain inside the park building after dusk.

- Entry fees for an event are strictly forbidden.
- No loitering in the parking lot outside the building.
- Do NOT put tape, tacks, etc. on the walls or ceiling.
- Smoking is prohibited.
- Alcoholic beverages are not permitted in the building or park. Individuals with alcoholic beverages are subject to a fine and immediate eviction.

Additional fees may be charged for opening the building, trash, clean up or damages. If a City employee is called to open the building for an event there will be an additional \$50.00 charge.

It is the responsibility of the individual reserving the facility to insure that the premises is secured and left in the same condition of cleanliness as it was before renting. This includes:

- Removing garbage and sweeping or mopping any excessive dirt, litter, or spills.
- Removing all decorations.
- Closing all windows and doors.
- Turning off all lights and unplugging all electrical appliances.
- Turning back the thermostat to 45 degrees.
- Securing and locking the building when you leave.

The City of Lebanon Recreation Department and the City Police reserve the right to enter the building at any time during the event and the City reserves the right to end the event immediately with no refund to the renter.

The key to the facility must be returned to the City Clerk's Office, Room 217 of the Municipal Building by noon the next business day.

The applicant agrees to indemnify and save harmless the City of Lebanon against all costs, actions, claims and demands, whatsoever that may result from the activities of this event.

Questions should be directed to the Lebanon Recreation Dept. (717) 228-4401 or admin@lebanonpa.org.

Signature

Date

City of Lebanon Department of Recreation

Revised 1/23/2018

400 S. 8th Street, Lebanon, PA 17042

Park Building Rental

Reservation Application

All fields are required.

Name: _____

Address: _____

Phone: Home: _____ Work: _____ Email: _____

Social Security No.: _____ Drivers License No.: _____

Building Requested:

____ Optimist Building ____ Nature Barn ____ Stoever's Pavilion (Theatre or Lake)

Date of Use: _____ Time from: _____ to: _____ Estimated attendance: _____

Purpose (be specific): _____

(For Optimist Building & Nature Barn only) Refrigerator needed _____ Stove Needed _____

KEY POLICY FOR OPTIMIST BUILDING

Note: A \$25.00 deposit is required for each key. This key MUST be returned to the City of Lebanon, City Clerk's office by 12 noon the next business day. The \$25.00 will be refunded upon timely key return. There will be a fee for ALL untimely returns of keys of \$10 per day plus forfeiture of ALL key deposit. If the key is lost, stolen, or damaged in any way, you will be charged for all cost to have locks changed.

_____ **INITIAL HERE AFTER READING**

Date issued _____ Key Number _____ Location _____

SIGNATURE: _____ **Date:** _____

DATE RETURNED: _____ **SIGNATURE:** _____

The undersigned agrees to reimburse the Recreation Department for any property damage or breach of the terms of this agreement incurred with utilizing the facility. The undersigned also agrees to comply with all posted rules and regulations for the facility and park.

_____ Agrees to indemnify and save harmless the City of Lebanon against any and all costs, actions, claims and demands, whatsoever that may result from the activities and events conducted by or under the sponsorship of _____

Pursuant to the agreement with the City of Lebanon providing for the use of _____ building and park.

Signature: _____ Date: _____

Office Personnel Signatures:	
Issued:	
Signature _____	Date _____
Received:	
Signature _____	Date _____