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

<table>
<thead>
<tr>
<th>Building</th>
<th>Operating Hours</th>
<th>Rental Fee</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optimist Building</td>
<td>8:00 am to 11:00 pm</td>
<td>$150.00</td>
<td>75 people</td>
</tr>
<tr>
<td>Nature Barn at Stoever’s Park</td>
<td>8:00 am to 11:00 pm</td>
<td>$75.00</td>
<td>75 people</td>
</tr>
<tr>
<td>Pavilions at Stoever’s Park</td>
<td>8:00 am to dusk</td>
<td>$25.00</td>
<td></td>
</tr>
</tbody>
</table>

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
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 ___________________