

City of Lebanon Department of Recreation

400 South 8th Street

Lebanon, PA 17042

Phone (717) 273-6711 ext. 2474 Fax (717) 228-4452 Email: rdepartment@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 & Northeast Youth Center

8:00 am to 11:00 pm

Rental Fee - \$75.00

Capacity:

Barn – 75 people

Youth Center – 40 people

Pavilions at Stoever's Park

8:00 am to dusk

Rental Fee - \$25.00

Capacity:

Small pavilion – 20 (barn)

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 Recreation Office, Room 110 of the Municipal Building, the day of the reservation, except for rentals on Saturdays and Sundays, when keys may be picked up on Fridays, before 3:30 p.m.

Instructions for Reservations

Please return the reservation form and security deposit to: City of Lebanon, Department of Recreation, 400 South 8th Street, Lebanon, PA 17042. Payment may be made by major credit card or check made payable to "City of Lebanon". Upon receiving the form and payment, your reservation will be held and a receipt will be returned to you.

Signature

Date

**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.

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 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.

Upon exiting the building be sure it is secured and locked.

Alcoholic beverages are not permitted in the building or park. Individuals with alcoholic beverages are subject to a fine and immediate eviction.

Smoking is not permitted.

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 Lebanon Recreation Department, room 110 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) 273-6711 ext. 2474 or rdepartment@lebanonpa.org.

Signature

Date

4/4/2007

**City of Lebanon Department of Recreation
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 Northeast Youth Center Stoever's Pavilion (Barn or Lake)

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

Purpose (be specific): _____

Estimated attendance: _____

KEY POLICY

Note: A \$25.00 deposit is required for each key. This key MUST be returned to the City of Lebanon, Recreation Department 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. _____ *INTIAL 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** _____