

City of Lebanon

Department of Administration

735 Cumberland Street, Lebanon, PA 17042
Phone (717) 639-2800 Email: cityadmin@lebanonpa.org

NATURE BARN AT STOEVER'S DAM PARK

Fees and Regulations

Nature Barn at Stoever's Dam Park

8:00 am to 11:00 pm

Rental Fee - \$75.00

Capacity: 75 people

NATURE BARN AT STOEVER'S DAM PARK:

- A refundable security deposit of \$300.00 is due when the application is received, and is not applied toward the total rental fee; rental fee is due within 3 days of reserving building.
- Reservations for Nature Barn are confirmed when security deposit is received.
- The security deposit is returned after the Nature Barn is inspected and fees for cleaning, maintenance, keys, employee services, trash or other violations of this agreement are deducted.
- The Nature Barn 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.
- A time to open the building is set a minimum of 3 days prior to the event. A representative from the City of Lebanon will meet the Renter at the designated time to unlock the building. The renter must be on time. Once the building is unlocked, it must be occupied until the event is over.
- Rental is for main floor of the building only. All other levels are off limits.

Instructions for Reservations

Please return the Park Building Rental Statement of Agreement, Reservation Application, and security deposit to: City of Lebanon, 735 Cumberland Street, Lebanon, PA 17042. Payment may be made by major credit card or check made payable to "City of Lebanon". When the forms and payment are received, 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 the 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 717-272-2054 or Director of Administration at 717-639-2800, Ext 303.

City of Lebanon

NATURE BARN AT STOEVER’S DAM PARK

Statement of Agreement

All City Parks close at dusk. Therefore, all guests must remain inside the 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.
- Use of tobacco (in any form) and e-cigarettes 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
- Return all tables and chairs to the original set up.
- Turn back the thermostat to 45 degrees.
- Upon exiting the building, be sure it is secured and locked.

The City of Lebanon 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 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 City of Lebanon (717) 717-639-2800 or admin@lebanonpa.org.

_____ Signature _____ Date

NATURE BARN BUILDING RESERVATION APPLICATION

All fields are required.

Name: _____

Address: _____

City, State and Zip Code: _____

Phone: _____ Work: _____ email: _____
Cell or Home

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

Refrigerator needed: _____ Stove needed: _____

Purpose (be specific): _____

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