

City of Lebanon

Department of Administration

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

OPTIMIST PARK BUILDING RENTAL

Fees and Regulations

8:00 am to 11:00 pm

Rental Fee - \$150.00

Capacity: 75 people

A refundable security deposit of \$300.00 is due when the application is received, and is not applied toward the total rental fee. There is a \$25.00 key deposit. The rental fee and the deposit for the key are due upon key pickup.

Reservation for building is confirmed when security deposit is received. The security & key 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. Processing time is approximately 3 weeks.

The building may not be occupied after 11:00 p.m. or before 8:00 a.m. 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 Administration Office, 2nd Floor on 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 OPTIMIST 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 the forms and payment are received, your reservation will be held and a receipt will be provided.

It is strongly recommended that you make a copy of both forms for your records and take them with you to your event in case 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 717-228-4401 (8:30 a.m. – 4:30 p.m. weekdays).

Instructions to Turn on the Heat

- **On thermostat, turn the timer "clockwise" for as many hours as needed (should be a minimum of 2 hours).**
- **The thermostat will automatically return to 55 degrees when the timer shuts off.**

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Statement of Agreement

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

- Entry fees for an event are strictly forbidden.
- No loitering in the parking lot or 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.
- The rental is for the use of the building. The playground is open to the public.
- NOTE: There is no air conditioning in the building.

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 building is secured and left in the same condition of cleanliness as it was before renting. This includes:

- Remove garbage and sweep or mop any excessive dirt, litter, or spills.
- Remove all decorations.
- Close all windows and doors.
- Turn off all lights and unplug all electrical appliances.
- Turn the heat off (if used).
- Secure and lock the building when you leave.

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 key to the facility must be returned to the City Clerk's Office, at 735 Cumberland Street, Lebanon, PA, 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 Administration Dept. (717) 639-2800 or admin@lebanonpa.org.

Signature

Date

**City of Lebanon Department of Administration
735 Cumberland Street, Lebanon, PA 17042**

Optimist Park Building Rental 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:: _____

Purpose (be specific): _____

Refrigerator needed: _____ Stove needed: _____

KEY POLICY FOR OPTIMIST BUILDING

Note: A \$25.00 deposit is required for 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 costs to have locks changed.
_____ INTIAL HERE AFTER READING

Date issued _____ Key Number _____

SIGNATURE: _____ **DATE:** _____

DATE RETURNED: _____ **SIGNATURE:** _____

The undersigned agrees to reimburse the City of Lebanon 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 Optimist Building.

Signature: _____ Date: _____

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