

COLEMAN MEMORIAL PARK
1400 WEST MAPLE STREET • LEBANON, PA 17046

RULES FOR PAVILION RENTAL

RESERVATIONS

- *Pavilions are available for rent year-round*
- *Park hours are dawn to dusk*
- *Applicant must be age 18 or over*
- *Reservations must be made no less than 72 hours in advance*
- *The number of persons in attendance cannot exceed the maximum limit of the pavilion being rented*
- *Rental fees will not be waived*
- *Rental fees will not be refunded unless the Park is closed to the public*
- *Reservations are confirmed only upon payment of rental fee in the Department of Administration*
- *All park visitors must abide by City of Lebanon Park Rules and Regulations (Codified Ordinance Section 943.01)*
- *Rental fees are subject to change with CMP Board approval*
- *To contact park personnel the day of your event, call 717-272-7271*
- *If renting a pavilion for an event open to the public, a City permit and certificate of insurance is required. Contact the Department of Administration at 717-639-2800 ext 5.*

ADVERTISING

- The use of signs for advertising or political reasons is prohibited
- Directional signs for events are permitted (birthday, wedding, etc.) but must be removed at the conclusion of the event

ANIMALS

- Animals must be restrained on a leash not exceeding 6' in length

CLEANUP

- Pavilions and surrounding areas must be clean and usable prior to exiting the park, as well as any surrounding areas, i.e. playgrounds, ball fields, etc.

DECORATIONS

- Decorations are permitted (balloons, streamers, crepe paper, tape, etc.) but must be removed completely prior to leaving the park
- Decorations cannot be hung with nails or staples. Removable tape should be used.

GRILLS

- Grills shall be attended to at all times
- Only charcoal may be used in grills for cooking
- The use of paper, wood, sticks or other combustible materials in grills is prohibited
- No deep fryers permitted

MUSIC

- Music must be kept to a reasonable volume so as to not disturb other park visitors. City "Disturbing the Peace" ordinance applies.

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PARKING

- Handicapped parking is available in designated spaces
- Other parking is permitted only in designated areas
- Loading and unloading of vehicles next to pavilions is permitted, but vehicles must be removed as soon as possible
- Parking at pavilions or along roads is prohibited unless prior arrangements have been made with Park staff

PROHIBITED ITEMS/ACTIVITIES

- Alcohol is prohibited
- The use of piñatas is prohibited
- Golfing is prohibited except in the park's miniature golf course
- Digging in the grass is not permitted; however, horseshoes/quits are permitted in non-grassy areas.
- Trimming of bushes, shrubs or trees is prohibited
- No person is permitted to carry any kind of lighted pipe, cigar, cigarette or any other lighted smoking equipment, including electronic cigarettes or similar devices, within 25 feet of athletic fields, athletic courts, and playground areas
- The use of inflatable bounce houses, trampolines, and similar equipment is prohibited unless a hold harmless agreement and a certificate of liability insurance in a minimum amount of \$500,000 naming the City of Lebanon and Coleman Memorial Park Board of Trustees as an additional insured is submitted to the City of Lebanon Department of Administration no less than seven (7) days prior to the event.

RESTROOMS

- Public restrooms are available. Please help keep them neat and clean.

TRASH

- Trash removal is not provided. Any trash generated must be removed by the applicant.
- Trash may not be left behind in bags or in grills.

ADDITIONAL RULES FOR PAVILION #5

- Plastic runners (for weddings) are permitted but must be removed from the grass as soon as possible after the event. In the event of turf damage, a charge of \$5.00 per square foot may be billed for re-seeding.
- Picnic tables may not be moved onto the grass
- No tents, tarps or sports of any kind are permitted on the grass next to the pavilion. The lower level may be used.
- Taping, stapling or nailing of decorations onto the pillars is prohibited. Applicant will be charged \$5.00 per hole for repairs.