



## North Lebanon Township Park Pavilion Reservation Form

**FORM AND PAYMENT MUST BE RECEIVED WITHIN  
10 BUSINESS DAYS OF REQUEST TO CONFIRM DATE**

Contact Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Pavilion to be Reserved:

Township Community Park

Lions Lake Park

Lenni Lenape Park

\_\_\_\_\_ Full Service

\_\_\_\_\_ Full Service

\_\_\_ Open Air \_\_\_ w/electric

\_\_\_\_\_ Open Air

\_\_\_\_\_ Open Air #1

Long Lane

\_\_\_\_\_ Open Air #2

\_\_\_\_\_ Open Air

Reservation Date: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Time from: \_\_\_\_\_ to: \_\_\_\_\_ (if specific time is requested, please note)

Name of Party / Purpose (be specific): \_\_\_\_\_

Rental fee \$ \_\_\_\_\_ Date paid \_\_\_\_\_

*The undersigned agrees to reimburse North Lebanon Township for any property damage or breach of rules for pavilion rental incurred by utilizing the facility. The undersigned also agrees to comply with all posted rules and regulations for the facility and Park, Rules for Pavilion Rental, and the North Lebanon Township Park Rules and Regulations. The undersigned agrees to indemnify and save harmless North Lebanon Township against any all costs, actions, claims and demands whatsoever that may result from the activities and/or events conducted by or under the sponsorship of the undersigned.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Rental fee must accompany this application. Please make check payable to "North Lebanon Township". Reservations only held with payment.

**If rental is within 2 weeks the fee MUST be paid by CASH or MONEY ORDER.**

725 Kimmerlings Rd  
Lebanon, PA 17046

Mon thru Fri  
7:30am - 4:00pm

(717) 273-7132 phone  
(717) 273-7672 fax

## North Lebanon Township ~ Park Pavilion Reservation Form Responsibilities of Renting Party ~ Statement of Agreement

Any party asking to use the facilities of the North Lebanon Township Parks are agreeing to be responsible for following the rules and regulations that have been established by the Parks and Recreation Board of the Township.

- ~~ Parking should only occur within designated parking areas. Please do not park or drive onto the grass or walking areas.
- ~~ All Township equipment (including sports equipment) **MUST** be returned to its original location. No tables may be moved from the pavilion area without previous permission from the Parks and Rec Board. If anything is found to be damaged, please report to the Township Office immediately or next business day.
- ~~ Please do not put tape, tacks, etc. on the posts, walls, doors, ceilings or any other part of the structure.
- ~~ Alcoholic beverages are not permitted anywhere in the parks. Individuals with alcoholic beverages are subject to a fine and immediate eviction from the park.
- ~~ No Smoking within playground areas as the parks are part of the "Young Lungs at Play" program.
- ~~ No "slip and slides" or other games which require excessive water usage are permitted.
- ~~ Any type of "special activities" must be approved prior to the occasion and may require certain conditions being met.
- ~~ Cancellations should be made at least 2 weeks before the event.
- ~~ All Parks close at dusk.

It is the responsibility of the individual reserving the pavilion to insure the premises are left in at least the same condition of cleanliness as it was before entering. This includes, but is not limited to:

- ~~ Placing all garbage/trash in the provided containers. Recycling is mandatory in North Lebanon Township. Please use the appropriate containers.
- ~~ Sweeping or cleaning any excessive dirt, litter, or spills. Pavilion area should be swept and clean of any trash or litter.
- ~~ Removing all decorations and disposing of properly.
- ~~ Returning all benches/tables and other equipment to their original location.
- ~~ Making sure all appliances are clean and turned off (where applicable).
- ~~ Turning off all lights (where applicable).
- ~~ Closing and locking all windows and doors (where applicable).

THE APPLICANT AGREES TO INDEMNIFY AND SAVE HARMLESS NORTH LEBANON TOWNSHIP AGAINST ALL COSTS, ACTIONS, CLAIMS AND DEMANDS, WHATSOEVER THAT MAY RESULT FROM THE ACTIVITIES OF THIS EVENT.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_  
agreeing to the above:

The policy of the Parks and Recreation Board is **NO REFUNDS**.

All parties are expected to abide by the rules the Parks and Recreation Board has set forth. Anyone not following these guidelines risks losing the opportunity for any future rentals.

# Fee Schedule

## Pavilions with Full Kitchen Amenities

Saturday, Sunday & Holidays

Up to 100 people - \$125

101 people and up - \$175

Weekdays (Mon. - Fri., not counting holidays)

8:00 am to 3:00 pm

Up to 100 people - \$50

101 people and up - \$75

After 3:00 pm

Up to 100 people - \$80

101 people and up - \$110

## Open Air Pavilions

	<u>Without Electric*</u>	<u>With Electric (Lenni)</u>
Saturday, Sunday & Holidays		
All day	\$50	\$75
Weekdays (Mon. - Fri.)		
8:00 am to 3:00 pm	\$25	\$50
After 3:00 pm	\$40	\$65

\* Any Rental for "NO electric" cannot be changed to "WITH electric" (if not done during business hours prior to the day of the rental) unless the renting party is willing to pay the difference in fee between non-electric and electric AND the 3-hour minimum call out time for the employee to return to the rental pavilion at the listed WAGE rate in the Township Fee Schedule.

- The fees listed above include the use of the pavilion, shared use of the recreational areas and bathroom facilities. Please note authorized township recreational programs have priority for sports field use.
- Please supply your own hand soap. Electric hand dryers are located in the restrooms.
- *Fees are subject to change.*

**PLEASE NOTE: NO REFUNDS**

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To have first option on your preferred date for the following year, the completed request form must be submitted to the Township Office upon completion of your current rental. When requesting a reservation, the policy is to follow the same sequence (ex. 1<sup>st</sup> Sunday, 2<sup>nd</sup> Sunday etc. of the month). Requesting out of sequence may result in not having a reservation. Holiday weekends are no exception.

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