

**APPLICATION FOR USE OF PARK PROPERTY & FACILITIES**  
**LEBANON PARKS AND RECREATION**

FACILITY REQUESTED \_\_\_\_\_ DATE DESIRED \_\_\_\_\_

TIME OF USE: From \_\_\_\_\_ to \_\_\_\_\_ FEE PAID \_\_\_\_\_  
(Date)

DESCRIBE the nature of the event to be held at the shelter: (i.e. family reunion)

\_\_\_\_\_

MAXIMUM ATTENDANCE is expected to be: \_\_\_\_\_

Will collections or solicitations be made? \_\_\_\_\_ Will tickets be sold? \_\_\_\_\_

NAME OF ACTIVITY SPONSOR: Guaranteeing Lebanon Parks and Recreation against loss or damage, via: Individual; or, if a club, league or other organization, write (1) name of the organization and (2) the name, address and telephone number of the president and the treasurer of the organization and (3) the nature of the organization's activities (use another sheet if necessary):

\_\_\_\_\_

**REGULATIONS**

- I. Said premises shall not be used for commercial purpose for private gain or for any purpose not in the public interest. Alcoholic beverages SHALL NOT be used or advertised on any Park property or its Facilities. Smoking is NOT allowed in Herr Cabin. Smoking is allowed in the other shelters, however, please extinguish all smoking materials before discarding in metal containers. Please do not discard remains on shelter floors or on Park grounds.
- II. The applicant and any other person(s), corporation(s) or other organization(s) whose behalf this application is made, agree that, as partial consideration for Lebanon Parks and Recreation's issuance of the permit for which hereby applied, they will jointly and severally protect, indemnify and save harmless the Department of Parks and Recreation of the Consolidated City of Lebanon and its members, officers, agents and employees, from every liability claim, demand, right of action, loss, cost, damage or expense (including attorney fees) on account of every injury to, or death of, a person or persons (including agents of Lebanon Parks and Recreation or instance of damage to property of Lebanon Parks and Recreation) which injury, death or damage arises out of, or is in any way connected to, the use to which this application pertains.

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Address \_\_\_\_\_ PHONE \_\_\_\_\_

Cabin keys must be returned during business hours the following business day after rental use!

**Applications must be submitted a minimum of 30 days prior to to event. Please note: No Refunds on rentals. A fee of \$35 will be charged for all returned checks.**

**If there is another party in your shelter when you arrive and they refuse to leave, please contact Police Dispatch at 765-482-1412.**

## **POLICIES GOVERNING USE OF PARK PROPERTIES AND FACILITIES**

1. The person requesting the Permit and representing the group shall be responsible for the event and must be present at the facility throughout the time of the activity. It is the responsibility of the holder of the permit to assure that a participant or spectator of such event does not possess a firearm, knife, archery equipment or other item that could be considered a weapon or dangerous.
2. The holder of the Permit shall assure that no person, club, league or organization shall distribute any circulars, cards, or written matter. The permit holder or participants may not sell any article for private pecuniary gain, without prior written consent from Lebanon Parks and Recreation.
3. Betting or gambling in any form or maintaining any gambling equipment is prohibited. Abusive, profane or indecent language, or any conduct that may annoy others, is prohibited.
4. No person shall make or kindle an open fire except in facilities provided for that purpose (i.e. picnic stoves, fireplaces, grills, etc). No person shall cut, injure, deface, remove, disturb or damage any Department property.
5. The facility must be left clean and in orderly condition. All trash, litter, etc. must be properly disposed. Shelter should be left EXACTLY the way it was found, clean and ready to use—this prevents any additional cleaning charges..
6. Any holder of a Permit who abuses the privilege of using a facility will be deprived of its use. The Parks Department has the right to IMMEDIATELY adjourn such event or activity.
7. The Applicant may not assign, sublet or transfer, in whole or in part, this permit. The Applicant agrees that during the use of the park or recreation facilities, the Applicant will not exclude anyone from participation in, deny anyone the benefits of or otherwise subject anyone to discrimination because of the person's race, color, sex, religion, national origin or handicapped condition.
8. The Lebanon Parks and Recreation Department is NOT responsible for weather related injuries or death. Please use caution during signs of lightning or thunder. Seek appropriate shelter during severe weather conditions. Avoid trees, umbrellas, electric power lines, use of telephone, or contact with metal items.
9. No person(s) shall carry on a religious worship open to the public, or make any oration, harangue demonstration or address, except in a designated place authorized by the Park Board.
10. The user is required to supply the department a certificate of Liability Insurance naming Lebanon Parks Department (City of Lebanon) additionally insured in the sum of \$1 million. The certificate must be submitted with the application for facilities.
11. All music (if any) must be submitted with the application for approval.
12. All initial fees and charges must be paid at the time of the application. Any additional charges must be paid within 3 business days following the event.

The undersigned, as an individual or an authorized representative of \_\_\_\_\_, acknowledges that he/she has read the policies and represents that, he/she understands the content thereof and agrees to be bound by the terms set forth therein.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Received by Lebanon Parks Department by: \_\_\_\_\_

Date: \_\_\_\_\_

Effective: January 1, 2009