

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

RULES FOR PAVILION RENTAL

RESERVATIONS

- *Pavilions are available for rent April 1 through September 30*
- *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 228-4401.*

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

(over)

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- 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.

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 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/quoits are permitted in non-grassy areas.
- Trimming of bushes, shrubs or trees is prohibited

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 (WEDDINGS OR SPECIAL EVENTS ONLY)

- Plastic runners 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.