



City of Lebanon  
**Facility Use Application for** *(check one)*:  
 Library     Santiam Travel Station     Senior Center

**Section A**

**RENTER INFORMATION:**  
 Applicant Name: \_\_\_\_\_ Business/Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 State Issued ID Number \_\_\_\_\_

**Section B**

**EVENT INFORMATION:**  
 Requested Date(s): \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (Include set-up & clean-up time)  
 Estimated number of parking spaces needed: \_\_\_\_\_ Open to the Public:  Yes  No  
 Number of people attending: \_\_\_\_\_ Type of Activity: \_\_\_\_\_  
 Room(s) Requested: \_\_\_\_\_  
 Are you registered with the federal government as a non-profit organization:  Yes  No

**Section C**

**Key/Code Information:**  
 Security code assigned: \_\_\_\_\_ Walk through and key/code issued on: \_\_\_\_\_  
 Key number issued: \_\_\_\_\_ Key returned on: \_\_\_\_\_

**Section D**

**Fee / Payment Information: (see facility rental matrix)**

	Hours	Rate	Total
Refundable Deposit for non-profit, govt. & public groups		\$100	\$
Refundable Deposit for private rentals (Library or Senior Center)		\$250	\$
Refundable Key Deposit (Library Only)		\$200	\$
Non-refundable Fee (Large group-after hour use)		\$35	\$
Room Charge (specify location)			\$
Room Charge (specify location)			\$
Kitchen Charge			\$
Equipment Fee (list equipment)			\$
Other Charges (list)			\$
Balance Due			

**Section E**

Payment	Date	New Balance	Withholdings & Refunds	
			Refundable Dep. Paid:	\$
			Withheld:	\$
Receipts	Date	Staff Initials	Reasons:	
Proof of insurance provided	<input type="checkbox"/> Yes <input type="checkbox"/> N/A		Total Refund:	\$

I have read, understand and agree to comply with all of the rental policies and procedures set forth by the City of Lebanon. I further agree that I am of legal age and will be personally responsible for the cost of repair or replacement for damage to the facility and / or theft or damage to the contents in the facility.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Facility Rental Fee Schedule

Hourly Fees (during operating hours)	Library		Senior Center			Hours of Operation			
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen	Library	10a-7p: Mon - Thurs 10a-5p: Fri & Sat Closed Sunday		
Government & Non profit groups	\$10 / hr.	\$5 / hr.	\$15 / hr.	\$10 / hr.	\$10 / hr.			Senior Center	8a-4p: Mon-Fri
Public groups	\$15 / hr.	\$5 / hr.	\$20 / hr.	\$15 / hr.	\$15 / hr.				
Private Groups	\$20 / hr.	\$5 / hr.	\$25 / hr.	\$20 / hr.	\$20 / hr.	Santiam Travel Station	Not open to the Public		
Hourly Fees (during hours of closure)	Library		Senior Center			Santiam Travel Station			
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen	Main Conf. Room	North Lobby or Kitchen		
Government & Non profit groups	\$15 / hr.	\$5 / hr.	\$20 / hr.	\$15 / hr.	\$20 / hr.	\$25 / hr.	\$5 / hr.		
Public groups	\$20 / hr.	\$5 / hr.	\$25 / hr.	\$20 / hr.	\$25 / hr.	\$25 / hr.	\$5 / hr.		
Private Groups	\$25 / hr.	\$5 / hr.	\$35 / hr.	\$25 / hr.	\$30 / hr.	Not available			
Other Fees and Deposits	Library		Senior Center			Santiam Travel Station			
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen	Main Conf. Room	North Lobby		
Non-Refundable Fee (Large group-after hour use)	\$35	—	\$35	—	\$35	—	—		
Refundable Deposit for non-profits, govt & public groups	\$100	\$100	\$100	\$100	\$100	\$100	\$100		
Refundable Deposit for private groups/businesses	\$250	\$250	\$250	\$250	\$250	Not available			
Refundable Key Deposit	\$200	\$200	—	—	—	—	—		
Non-Ref Fee for Weekend Clean-up	\$50	\$50	\$50	\$50	\$50	—	—		
Open/Close Partitions	—	—	\$35	\$35	—	—	—		
Equipment Rental Rates	Library		Senior Center			Santiam Travel Station			
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen	Main Conf. Room	North Lobby and Kitchen		
PA System	\$10	—	\$10	—	—	Not available			
AV System	\$20	—	\$20	—	—	Not available			
TV/VCR/DVD	—	—	\$10	\$10	—	Not available			
Tables and Chairs	Included	Included	—	—	—	Included			
Other Equip	—	—	—	—	—	Not available			

\*\* Please see individual facility policies and procedures for more detailed rental information and list of equipment available.\*\*