



City of Lebanon
Facility Use Application for *(check one)*:
 Library 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	10am - 6pm: Mon-Thurs Noon - 5pm Fri/Sat Closed Sun.
Government & Non profit groups	\$10 / hr.	\$5 / hr.	\$15 / hr.	\$10 / hr.	\$10 / hr.		Senior Center
Public groups	\$15 / hr.	\$5 / hr.	\$20 / hr.	\$15 / hr.	\$15 / hr.		
Private Groups	\$20 / hr.	\$5 / hr.	\$25 / hr.	\$20 / hr.	\$20 / hr.		
Hourly Fees (during hours of closure)	Library		Senior Center				
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen		
Government & Non profit groups	\$15 / hr.	\$5 / hr.	\$20 / hr.	\$15 / hr.	\$20 / hr.		
Public groups	\$20 / hr.	\$5 / hr.	\$25 / hr.	\$20 / hr.	\$25 / hr.		
Private Groups	\$25 / hr.	\$5 / hr.	\$35 / hr.	\$25 / hr.	\$30 / hr.		

Other Fees and Deposits	Library		Senior Center				
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen		
Non-Refundable Fee (Large group-after hour use)	\$35	—	\$35	—	\$35		
Refundable Deposit for non-profits, govt & public groups	\$100	\$100	\$100	\$100	\$100		
Refundable Deposit for private groups/businesses	\$250	\$250	\$250	\$250	\$250		
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				
	Community Meeting Room	Kitchen	Main Auditorium	Classroom/ Craft Room	Kitchen		
PA System	\$10	—	\$10	—	—		
AV System	\$20	—	\$20	—	—		
TV/VCR/DVD	—	—	\$10	\$10	—		
Tables and Chairs	<i>Included</i>	<i>Included</i>	—	—	—		
Other Equip	—	—	—	—	—		

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