COMMUNITY CENTER AGREEMENT

Rules & Regulations

- Only Lebanon residents and Lebanon-based, non-profit organizations are permitted to use the building. The individual renting the building must be onsite during the event and may not sub-rent or offer the building to any other person(s) or entity.
- One adult must be in charge and identified at the time of reservation. The person or organization making the reservation is responsible to pay for any damage, breakage or extraordinary cleaning expenses created by their function. Please report any problems to the First Selectman’s Office.
- Alcoholic beverages and smoking are prohibited.
- Decorations on tables ONLY. No tape, thumbtacks, streamers, or decorations affixed to walls, ceilings or furniture.
- Chairs, tables, etc. must be moved back in place.
- If renting upstairs, counters, stove and surfaces wiped down. All food must be removed from refrigerator and freezer.
- Area rented must be left clean. Renters must vacuum and wet mop any spills, etc. (Please do not unplug lamps to use vacuum—use only the bottom outlets for this purpose. Lamps are operated by wall switches.)
  - **Upstairs**: Vacuum, broom, wet mop and bucket in kitchen closet.
  - **Downstairs**: Dust mop, wet mop and bucket in restroom closet.
- Garbage is to be taken out to the dumpster.
- Functions that are primarily for children and teens are restricted to the downstairs including, but not limited to, birthday parties, dances, 4-H and Scout meetings and/or events.

Parking

- Parking on Route 87 is prohibited. Parking is available in rear parking lot or in adjacent community parking lot north of building. Please respect handicap parking signs and advise same to those in attendance.

Fees & Cancellation Policy

- A Rental fee of $50 is charged for the use of either the upstairs or downstairs, and a $100 fee for the use of the entire building. Fees are waived for Lebanon-based non-profit organizations.
- Contact the Office of the First Selectman at 642-6100 to schedule an event or to cancel a scheduled event.
- Submission of this agreement with check made payable to the Town of Lebanon (or cash) is required at least five days prior to scheduled event.
- The Selectmen reserve the right to reject any reservation as deemed to be in the best interests of the town.
- If you need assistance outside of Town Hall hours please call Jim McCaw at: 860-861-5882.
COMMITTY CENTER AGREEMENT

DATE OF EVENT_________________________ TIME OF EVENT _______________ FLOOR: UP _____ DOWN _____

TYPE OF EVENT__________________________________________________________

RESPONSIBLE PERSON ______________________ HOME PHONE ___________ CELL ____________

PLEASE PRINT

ADDRESS _______________________________________________________________________________________

EMAIL: _______________________________________________________________________________________

SIGNATURE OF APPLICANT_________________________ ORGANIZATION ________________________________

PAYMENT ___________________ CASH_____ CHECK_____ DATE RECEIVED _________________

APPROVED _____ DENIED_______ ____________________________ DATE_____________________

Betsy Petrie, First Selectman (or Bernard W. Denler III, Administrative Assistant)

Revised 5/31/2018