



### **General Information**

Thank you for your interest in Lebanon City Parks and Recreation facility reservations. Your reservation fee entitles you to the exclusive use of your reserved area in the park. The remainder of the park is public domain and receives heavy visitations during warm weather seasons. Total exclusion of the public from your reservation is not guaranteed.

- Please contact Lebanon City Parks and Recreation at 417-991-2222 to check availability and reserve a Park location for your event.
- Please complete and sign the enclosed **Facility Reservation Request** form and follow the requirements fully.
- Be sure the date, time and facility are correctly listed on your form.
- Individual shelter reservation fee is \$25 and \$100 for company picnics or large groups (100 or more). Reservation fees can be paid by cash or check, and is required as payment in order to confirm the reservation. (Please make checks payable to: The City of Lebanon).
- Send the completed Facility Reservation Request form and payment to:  
Lebanon City Parks and Recreation  
744 S. Washington St.  
Lebanon, MO 65536
- Please retain a copy of the approved Facility Reservation Request form and have it with you on the day of your reservation.
- Lebanon City Parks and Recreation will post shelter reservation sign for your area the day of your reservation.
- If you have any questions concerning your reservation, please contact Lebanon City Parks and Recreation immediately at 417-991-2222

### **Terms and Conditions**

- The Applicant reserving the facility is 21 years or older,
- Groups of 100 or more must provide port a potties and additional dumpsters
- The Applicant acknowledges receipt of a list of Park Rules, which must be followed,
- The Applicant is liable and responsible for any and all damages to the facility and grounds during the reservation period,
- The Applicant agrees that Lebanon City Parks and Recreation shall have no liability to the applicant for any damages to their property located in or about the premises no matter what the cause,
- The Applicant shall bring a copy of the signed Facility Reservation Request form to the event, and
- The Applicant acknowledges that this Agreement is not transferable
- **Shelter Reservation Fee is non refundable**

**No refunds. Consideration for another reservation date may be made for extreme circumstances.**

**Park Rules**

(Abbreviated – if you have a question please ask for the complete version of the park rules)

1. Park Hours – 5:30 am – 10:30 pm, unless permission is otherwise granted.
2. Alcohol is not permitted in the parks.
3. Fire is permitted in the park grills only.
4. All trash must be deposited in appropriate receptacles.
5. Disturbing wildlife in the parks is strictly prohibited. Domestic animals must be entirely confined to a cage or on a leash not to exceed 8 ft. in length. Pet waste must be disposed in an appropriate litter container.
6. It is strictly prohibited to disturb any vegetation or tree within the parks.
7. Parking is permitted in designated areas only. PLEASE DO NOT DRIVE IN THE GRASS
8. It is strictly prohibited for any person(s) within any park to swim in any ponds within the jurisdiction of the City Parks and Recreation Department
9. It is strictly prohibited for any person(s) within any park to use or erect such equipment as booths, air-filled devises, and tethered items such as hot-air balloons, except with a specific permit issued by the City Parks and Recreation Department.
10. It is strictly prohibited for any person(s) within any park to erect any sign, poster, or banner, except in accordance with a specific permit issued by the City Parks and Recreation Department.

It is understood that no person, group, or organization has any vested right to the exclusive use of a park property. The use of any park property is subjected to availability and approval by the Lebanon Parks and Recreation Department (the “Department”), subject to the policies, rules, and guidelines of the Lebanon City Parks and Recreation (the “Rules”). All reservation requests and paperwork related to it must be received by the Department before the requested usage date. It is understood that the Department – sponsored activities have priority over all other activities in using park facilities and this permit is subject to cancellation in the event of an emergency.

If a Facility Reservation permit is granted, the user agrees to be responsible for any accidents or injuries sustained by any person(s) attending or participating in the program or activity at the park.

All users agree to adhere to the Rules, applicable federal, state, and local laws, and any specific guidelines outlined in the Facility Reservation Permit. A minimum of one adult chaperone (age 18 and above) is required for every ten youth (age 17 and under) in attendance at the activity. The undersigned hereby acknowledges receipt of the Rules.

I have read the Terms and Conditions and Park Rules and, as representative of the group making this request, I do agree to abide by these rules.

\_\_\_\_\_  
Signed Name of the Authorized Representative

\_\_\_\_\_  
Printed Name of the Authorized Representative

(\_\_\_\_\_)\_\_\_\_\_  
Primary Phone Number

(\_\_\_\_\_)\_\_\_\_\_  
Secondary Phone Number

