



CHESTNUT STREET COMMUNITY CENTER

609 CHESTNUT STREET • LEBANON, PA 17042

Application for Use of Community Center Space

Thank you for your interest in using space at Chestnut Street Community Center. We provide safe and affordable space in Lebanon. Our focus is on sharing resources: we all thrive when we work collaboratively.

Contact Information:

- Name: _____
Address: _____
Phone Number: _____
Email Address: _____
- Alternate Contact
Name: _____
Phone Number: _____

Type of Activity: _____

Estimated number of participants: _____

Requested...	Date	Time	Room
First Choice			
Second Choice			

Additional Requirements:

(Specify any equipment, furniture, early set-up, temporary storage or other accommodations needed.)

Responsibilities/Expectations

- The responsible party (renter) must be present during the entire event, manage guest safety and ensure they remain within the designated space.
- Events must be **family-friendly** and respectful of all guests and community members.
- Decorations must be temporary and **cannot** be attached with nails, staples, or permanent adhesives.
- Return the space, including the kitchen, to a clean and orderly condition: floors, tables, and chairs.
- Clean the bathrooms and remove trash from the space.
- Communicate building issues (plumbing, electricity, damage) immediately to Laurie Funk.
- **No alcohol, drugs, or smoking/vaping** are permitted on the premises.

Liability and Responsibility

Chestnut Street Community Center is not responsible for lost or stolen items. The renter assumes all responsibility for the safety and conduct of all guests.

Acknowledgment:

I, the undersigned, certify that the information provided in this application is accurate. I understand that submission of this application does not guarantee approval and that the organization will comply with all community center policies and guidelines.

- Name: _____
- Title: _____
- Signature: _____
- Date: _____

How did you find out about Chestnut Street Community Center?

- ☐ Attended another event at CSCC
- ☐ Recommendation of a friend
- ☐ Website
- ☐ Facebook