



**Lebanon Readiness Center
100 East Cumberland Street
Lebanon, PA 17042**

The Lebanon Readiness Center (RC) was built in the 1950's and it is owned and operated by the Commonwealth of Pennsylvania. Lebanon RC is available for rental for official and unofficial uses, subject to availability. Such rentals may include blood drives, auctions or benefits and more intimate rentals such as birthday parties, baby showers or church events.

DRILL HALL

The drill hall offers approximately 7,000 square feet of rental space that can easily accommodate a variety of social functions. Capacity ranges from 150-200 people. Lebanon RC does provide chairs and tables for events and can accommodate approximately 100 people. The facility also includes:

- **Parking-** paved parking for 80 vehicles are available, including 7 handicapped parking spaces.
- **Accessibility-** Lebanon has handicapped accessible entrance ramps at the front of the facility.
- **Kitchen-** Renters may use the kitchen for cooking. The facility also offers food warmer display, tray line, coffee and soda machines. Food service and catering is permitted.
- **Use of sound system** that includes microphone, speakers, projector and screen.

ALCOHOLIC BEVERAGES. The use of beer and alcohol is permitted in connection with such functions as long as such use complies with all applicable state and local laws and regulations.

RESERVING AND SCHEDULING USE OF FACILITY. ALL events must be scheduled in advance. To check on availabilities and/or schedule the Lebanon drill hall contact the Lebanon Readiness Center at 717-279-2700, ext. 4.



**LEBANON READINESS CENTER
RENTAL FEES AND INFORMATION**

All rentals require signature of a standard rental agreement in advance. The senior onsite military administrative officer or their formally delegated military representative is the point of contact for the scheduling of all official or unofficial armory rentals.

All unofficial events require liability insurance; and, if alcohol is served, liquor liability insurance is also required.

Rental fee to use the facility is \$50 per hour or \$240 per day. Certain specific organizations are authorized reduced or no-cost rentals (military, veterans, scouting, Red Cross).

Custodial fee for Lebanon is not included in the rental fee. Although general clean up is included in the rental price someone from the facility must be present during all rentals that take place in the Drill Hall. A \$30 per hour fee is charged to the renter.

A fee for consumable supplies (paper towels, toilet paper, toilet soap, cleaning materials, etc.) equal to ten (10) per cent of the appropriate rental rate (hourly/daily) will be assessed for all rentals involving the use of the inside areas of the armory. This fee will apply even though the rental fee itself is waived or reduced, and will be applied against the normal rental rates.

The DMVA Office of Facilities and Engineering approves the use of the Readiness Center Drill Hall and processes all rental agreements. Use of this facility for any purpose must be approved in advance by the Office of Facilities and Engineering. For additional information or questions about the Lebanon Drill Hall, please contact the Lebanon Readiness Center at 717-279-2700, ext. 4 or the DMVA Office of Facilities and Engineering at 717-861-8581.