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Frequently Asked Questions (FAQs) for Rentals at Harriet Alexander Nature Center (HANC)

Q: How will I get into the rental space?

A: We provide staff at the start of every rental to unlock the building and set up tables and chairs. They will also make themselves available to you throughout the rental in case you have questions.

Q: Can I get into the room early to setup?

A: No, all party setup and clean up must occur during the rental time. Given the popularity of the building and the demand for our staff, we cannot have groups show up early or stay beyond their agreed upon rental time. Please be sure to include enough time to clean up at the end of your rental. Staff will remind you that your rental time is coming to an end.

Q: What do I have to do before I leave?

A: Near the end of the rental you will need to wipe down the tables, chairs, and kitchen area. In addition, if there are any large messes on the floors we ask that you try to clean that up as well. Any group that leaves a big enough mess at the end of their rental may have additional cleanup charges applied. We will put away the tables and chairs after you have removed all of your belongings out of the space.

Q: Do you provide table cloths or coverings and what are the dimensions of the tables?

A: We do not provide table cloths or coverings for the tables; you will need to provide your own. Our tables are 6ft (72in x 30in) rectangle tables.

Q: What is in the kitchen?

A: We have full kitchens on both levels in HANC. Each kitchen has a fridge/freezer, stove and oven, sink, microwave, dishwasher, and coffee percolator (makes 40 cups using course grounds).

Q: Do you allow alcohol in the nature center for special occasions?

A: We do not allow alcohol, tobacco or vaping products in HANC or on the grounds.

Q: Can I drive on the path to drop items or guests off?

A: We allow guests to drive up to the HANC to drop off guests and items. We ask that you do not exceed 5 mph on the path, that you turn on your hazards, and that you look for and yield to pedestrians.

Q: If I do not use all of my time can I get any money back?

A: No, by reserving the space you take away the possibility of someone else potentially taking advantage of the wonderful space. If you have an emergency come up please try reaching out to Scott Breuer at scott.breuer@cityofroseville.com.

Q: Do I also get exclusive access to the facility?

A: The Harriet Alexander Nature Center is open to the public Tuesday-Saturday, 10am-4pm. A group will only get exclusive access to the facility during non-public times. If you need a private space we will work with each group on a case by case basis, we can discuss your group needs when you are booking your event.

Scott Breuer

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