



651-792-7006 | [cityofroseville.com/parks](http://cityofroseville.com/parks)

### Park Building Rentals - Frequently Asked Questions (FAQs):

**Q: How will I get into the rental space?**

**A:** We provide staff at the start of every rental to unlock the rental room and to setup tables and chairs. They will also be available to you throughout the rental in case you have questions or issues.

**Q: Can I get into the room early to set up or decorate?**

**A:** No, all party set up and clean up must occur during the rental time. Given the popularity of the buildings 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 start your clean up early enough so it is finished by the end of your rental.

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

**A:** At the end of the rental you will need to wipe down the tables, chairs, and kitchenette area. In addition, if there are any large messes on the floors we ask that you clean them up. 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 from 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; bring your own if desired. Our tables are either 5ft (60in) round tables or 6ft (72in) x 30in rectangle tables. We also have a few 3ft square tables.

**Q: Do you allow alcohol in the park buildings?**

**A:** We do not allow alcohol, tobacco or vaping products in the park buildings, park grounds, or parking lot at any time. Staff will instruct you to remove it. Repeated violations may result in event termination.

**Q: What is in the kitchenette?**

**A:** Each kitchenette has an upright fridge/freezer, microwave, sink, countertops, and coffee percolator (makes 40 cups using course grounds; filter not needed).

**Q: What do you provide for technology?**

**A:** We have a 55" TV with a connected HDMI cable. Free WiFi is available (shown as *CityGuest*).

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

**A:** We have a strict policy and do not allow any motorized vehicle on our paths, as it is a safety issue. We provide a cart at the Lexington Park Building to assist with transportation of items to/from the parking lot.

**Q: Do I also get exclusive access to the playground or any fields?**

**A:** When renting the park building you only get exclusive access to the gathering room spaces. The main lobby, restrooms, patio, parking lot, and the park are all open to the public.

**Q: What number can I call if there is an emergency during non-business hours?**

**A:** If you do have an emergency come up please reach out to Roseville Parks and Recreation at [651-321-4012](tel:651-321-4012), leave a detailed message and someone will get back to you shortly.

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