



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

**Thank you for choosing Roseville Parks & Recreation for your facility rental**  
*The City of Roseville is proud & pleased to offer park buildings for public use*

**Please respect & care for facilities by following these facility rental guidelines:**

- ◆ **Absolutely NO driving is allowed on park pathways.**  
*\*A service cart is available at the Lexington Park Building to assist with the transportation of supplies.*
- ◆ Alcohol, tobacco & vapor products **are not allowed** in the building or in the park.
- ◆ Glitter, confetti, feathers, play dough, soapy bubbles, silly string, **helium filled balloons**, and/or piñatas **are not allowed** inside park buildings.
- ◆ All tape products (other than painters tape), push pins, putty & thumbtacks **may not be used** in park buildings.
- ◆ Facility use limited to specific reservation times listed on rental permit, this includes setup and cleanup.
- ◆ In respect to our neighbors, we do not allow amplified music outside the park buildings.
- ◆ No animals (other than service dogs) allowed in facilities unless explicitly approved on the rental permit.

**Rental Party responsible for the following tasks at the end of reservation time:**

- ◆ **Clean** kitchenette amenities; including, kitchen counter, sink, coffee maker, microwave, refrigerator & floor area. Paper towels, broom and dust pan provided for use.
- ◆ **Place** all garbage & recycling in provided containers, contact staff if additional bags are needed.
- ◆ **Wipe** off all tables and chairs used & notify facility staff of any major spills.
- ◆ Remove all items **not belonging to the designated facility** by the end of scheduled rental time.

**Roseville Parks & Recreation provides:**

- ◆ Facility Supervisor to service rentals prior (to setup and unlock), during and following events.
- ◆ 40 cup coffee maker, microwave, refrigerator, trash & recycling receptacles & cleaning supplies.
- ◆ Room set-up of tables and chairs as requested.

**Rental & Refund Policy:**

- ◆ **Rental party may have access to the facility during the time listed on rental permit, not any earlier or later.**
- ◆ Payment in full is required at the time of reservation.
- ◆ Refund, less \$10 administrative fee issued on cancellations made 46 or more days prior to scheduled reservation.
- ◆ 50% refund issued for cancellations made 30 -45 days prior to scheduled reservation.
- ◆ No refund issued for cancellations made 29 or fewer days prior to scheduled reservation.
- ◆ Refunds granted, at our discretion, only for weather conditions deemed severe (e.g. tornado, excessive snow).

**Liability:**

- ◆ Permit holder is liable for all conduct of rental group. This includes any damage, loss or breakage as a result of this conduct.

**IF YOU HAVE A DAY OF RENTAL EMERGENCY PLEASE CALL 651-321-4012**

Roseville Park Building rentals are unavailable on the following days: New Years Day, Easter, 4th of July, Thanksgiving and Christmas  
The Park Buildings have limited hours on Christmas Eve and New Years Eve, rentals can go as late as 2:00 pm on those days.