



Roseville Park Buildings Rental Policies and FAQs

Please review date & time indicated on permit for accuracy. Use of the park building is limited to rental time indicated on permit. Any items placed in buildings before rental time or left following reservation will be removed & discarded.

Rental Policies

- Absolutely **NO DRIVING** is allowed on park pathways. (Due to the distance at our Lexington Park Building, a service cart is available for transporting supplies.)
- Alcohol, tobacco, cannabis & vaping products are **not allowed** in the park building, park area, or parking lot.
- Glitter, confetti, feathers, play dough, soapy bubbles, silly string, helium-filled balloons, and/or piñatas are **not allowed** in the park building. This includes any balloon containing confetti, etc.
- Only painters tape may be used to affix items. No scotch/masking/duct tape, push pins, putty or thumbtacks.
- Facility use limited to specific reservation times listed on rental permit, this includes all setup and cleanup.
- With respect to the park neighbors, we do not allow amplified music outside the park buildings.
- Roseville parks are CLOSED 10:00pm to 5:00am.
- Animals (other than service dogs) are not allowed in facilities unless explicitly approved on the rental permit.
- **Liability:** Permit holder must be on site for the entire duration of the rental event. They are responsible for all conduct of event attendees. This includes any damage, loss, breakage, or rule violations as a result of attendees' conduct.
- **Rental Permit Holder is responsible to complete the following before the end of the reservation time:**
 - Clean kitchenette amenities: counters, sink, coffee maker, microwave, refrigerator/freezer.
 - Sweep floors in kitchenette & rental room.
 - Place all garbage & recycling in provided containers, contact staff if additional bags are needed.
 - Spray & Wipe all tables and chairs used; notify facility staff of any major spills. Please DO NOT stack chairs.
 - Remove all items not belonging to the facility by the end of scheduled rental time
- **Roseville Parks and Recreation provides the following for all Park Building rentals:**
 - Facility Supervisor to service rentals before, during and after the event. They will unlock the facility at start time. They may or may not be on-site during the entire rental event, or portions of it.
 - 40 cup coffee maker, microwave, refrigerator, trash & recycling receptacles & cleaning supplies (surface spray & paper towels, dish soap & scrubbing pad, broom & dust pan).
 - Room set-up of tables and chairs as requested (choice of 5' round or 6' rectangle style).

Refund Policy

- Rental party may only have access to the facility during the time listed on rental permit.
- Payment in full is required within 7 days of booking the reservation.
- Refund, minus \$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)

IF THERE IS AN EMERGENCY ON THE DAY OF YOUR RESERVATION PLEASE CALL 651-321-4012.



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FAQs

- **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.
- **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.
- **What do I have to do before I leave?** A: At the end of the rental you will need to spray & wipe down the tables, chairs, and kitchenette counters, sweep around the tables & chairs, and also remove & tie garbage bags. 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.
- **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 5ft (60in) round tables and 6ft (72in) x 30in rectangle tables. We also have a few 3ft square tables.
- **Do you allow alcohol in the park buildings?** A: We do not allow alcohol, tobacco, cannabis, 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.
- **What is provided 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).
- **Are there grills in the park?** A: We do not have grills in the parks where park buildings are located. Renters may bring their own grill; however, ALL ashes, charcoal, and burning materials must be taken out of the park for disposal.
- **What do you provide for technology?** A: We have a 55" TV with a connected HDMI cable. Free WiFi is available (shown as CityGuest).
- **Can I drive on the path to drop off items or guests?** 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.
- **Do I also get exclusive access to the playground, patio, or any fields?** A: When renting the park building you only get exclusive access to the gathering room space. The main lobby, restrooms, patio, parking lot, and the park are all open to the public.
- **Can we tip the staff member?** A: Our employees cannot accept monetary tips. However, food and beverages are allowed.
- **What do you have for parking at each facility?** A: Autumn Grove: 24 stalls + 2 handicap stalls + street parking + 36 stalls north of athletic fields; Lexington: 22 stalls + 1 handicap stall + street parking; Rosebrook: 8 stalls + 1 handicap stall + street parking + 34 stalls north of athletic fields; Oasis: 15 stalls + 2 handicap stalls + street parking; Sandcastle: 3 stalls + 1 handicap stall + street parking; Villa: street parking only.
- **What number can I call if there is a critical issue during non-business hours?** A: If an issue comes up and on-site staff is not available, please reach out to Roseville Parks and Recreation at 651-321-4012. Leave a detailed message and someone will get back to you shortly.

Looking for more information on Park Buildings or want to make a reservation? Scan the QR Code below:



The City of Roseville reserves the right to refuse any rental where proposed activities within the facility may be unsafe, illegal, detrimental to citizens, or inconsistent with City policy & practices. It is understood that the renter/user of Roseville community facilities at all times indemnify, defend & hold harmless the City of Roseville, Minnesota, its officers, employees & contractors from & against any & all claims, damages, losses & expenses of whatever nature, including attorney fees, in any manner connected with, related to, or as a result of any actions or inactions associated with the usage or rental of Roseville facilities.