



651-792-7006 | www.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:

- ◆ **No driving is allowed on park pathways.**
A service cart is available at the Lexington Park Building to assist with the transport of supplies.
- ◆ Alcohol, tobacco & vapor products **are not allowed.**
- ◆ Glitter, confetti, feathers, play dough, soapy bubbles, silly string unsecured helium balloons or piñatas **are not allowed** inside park buildings.
- ◆ All tape products (other than blue painters tape), push pins & thumbtacks **may not be used** in park buildings.
- ◆ Facility use limited to specific reservation times listed on rental permit.
- ◆ No animals (other than service dogs) allowed in facilities.

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. Dish cloth, broom & dust pan provided for guest use.
- ◆ **Place** all garbage & recycling in provided containers. Contact staff if additional bags are needed.
- ◆ **Wipe** off tables & chairs used and notify facility staff of any major spills.
- ◆ Remove all items **not belonging to the designated facility** by the end of scheduled event.

Roseville Parks & Recreation provides:

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

Rental & Refund Policy:

- ◆ ***Rental party may access facility at the time listed on rental reservation.***
- ◆ 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 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.