

Community Building at



651-792-7154 www.cityofroseville.com/golf

Community Building Rental Frequently Asked Questions:

Q: Can I bring in a Caterer? Is there a charge to bring in my own food?

A: We have an open catering policy meaning you can bring in your own caterer. We charge a Catering Fee when a Licensed and Insured caterer needs access to our kitchen. Yes, there is a charge to bring in food. If you plan to bring in your food without a caterer, we have a discounted Partial Food Fee.

Q: How will I get into the rental space?

A: We provide staff at the start of every rental to unlock the community building and to setup 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 community building early to setup?

A: No, all party setup and clean up must occur during the rental time. 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. Please do not be surprised if our staff remind you that your rental time is coming to an end.

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

A: At the end of the rental you will need to place all garbage & recycling in appropriate receptacles, removal of all items not belonging to Cedarholm and clean the kitchen area according to the kitchen policy (see room usage guidelines for detailed information). In addition, if there are any large messes on the floors we ask that you try to clean that up as well. The renter may be subject to loss of damage deposit if responsibilities are not completed. We will put away the tables and chairs after you have removed all of your belongings out of the space.

Q: Can I bring in my own alcohol for my event?

A: Alcohol can be served and consumed by rental parties at Cedarholm **only** when approved by the director (or designee) of Parks and Recreation. Alcohol service is restricted to licensed & insured beverage caterers. No alcohol is allowed beyond the adjacent patio area. At all events where alcohol is served, an off duty Roseville Police Officer must be hired and in attendance from the time the bar opens until it closes and all alcohol is either consumed or disposed. Cedarholm can provide alcohol service and consumption for select events upon request. *See Liquor Policy in the Room Usage Guidelines for detailed information.*

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 either 5ft (60in) round tables or 6ft (72in) rectangle tables.

Q: Is there audio/visual equipment available?

A: We do have audio/visual equipment available upon request. Equipment includes a 55 inch monitor, microphone and speakers.

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 renting the space.

Q: Do I also get exclusive access to the patio, golf retail area and restrooms?

A: When renting the community building, you only get exclusive access to the community room. The main patio, golf retail area, restrooms and parking lot are all open to the public and are first come first serve. A portion of the patio may be reserved upon request.

If you have other questions please feel free to contact us!

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