



651-792-7006 | 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:

- ◆ **Driving is allowed on park pathways with staff approval for dropping items off.**
- ◆ Handicap or disabled guest drop off allowed at front door, turn on hazards and do not exceed 5 mph on path.
- ◆ Alcohol, tobacco & vapor products **are not allowed**.
- ◆ Glitter, confetti, soapy bubbles, unsecured helium balloons or piñatas **are not allowed** inside HANC.
- ◆ All tape products (other than painters tape), push pins & thumbtacks **may not be used** in HANC.
- ◆ Facility use limited to specific reservation times listed on rental permit, including setup and cleanup.
- ◆ In respect for our neighbors, we do not allow amplified music outside the HANC.
- ◆ No animals (other than service dogs) allowed in facilities, unless given prior approval.

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 & chairs used & notify facility staff of any major spills.
- ◆ Remove all items **not belonging to the designated facility** by the end of scheduled event.
- ◆ Please do not use dishes and utensils that are stored in the cabinets in HANC.

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 access facility at the time listed on rental reservation, 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 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.

Roseville HANC rentals are unavailable on the following days: New Years Day, Easter, 4th of July, Thanksgiving and Christmas