



Central Park Picnic Shelter Rental Information & Policies

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

Rental Information & Policies

- Permit must be available at shelter during rental
- **Shelter Cleaning**
 - Shelters are serviced before 9a & between 3-4p. When shelters are reserved for the full day they are only serviced before 9a
- **Access Key Requirements**
 - \$50 Facility Deposit paid at the time of reservation for access to the kitchen
 - Deposit will be refunded via original payment method (cash will be refunded as a check) once key is returned
 - Key pick up available TWO business days prior to reservation between 8a-4p at Parks and Recreation office (2660 Civic Center Drive)
 - **FAILURE TO PICK UP KEY CAN RESULT IN NO ACCESS TO KITCHEN AREA**
 - Key must be returned by 4:30p on first business day following the reservation to Parks and Recreation Office
 - Drop box for key return located outside Roseville City Hall for after hours key return.
- Indoor Restrooms available 7a-10p daily. Locks are controlled electronically. Lions Shelter restrooms require key access using kitchen key
- **Parking & Driving in the Park**
 - Absolutely **NO vehicles may be driven in the park** or parked at the shelter areas. Parking is available in adjacent lots and a cart is located at each shelter to assist in loading/unloading supplies.
- **Sound Restrictions**
 - Due to picnic shelters being located in parks adjacent to residential areas, **amplified sound & all types of music are prohibited**. This includes live performances, recorded music, radio, and bluetooth speakers
- **Clean Up**
 - Permit holder is responsible for the condition of the facility at the end of each event. Cleaning or damage charges may be imposed if the facility is not left in clean or good conditions.
- **Special Accommodations & Uses**
 - Groups of 200+ people will be charged an additional \$75 service fee for trash removal & maintenance
 - A Special Use Permit is required for inflatables, walk/run events, public fundraisers, and other activities beyond normal picnic shelter rental. Please notify staff of any accommodations needed when making your reservation.
- **Alcohol**
 - Most alcohol is not permitted in Roseville Parks. You may request a permit for 3.2% beer to be served in the shelter during your rental. Glass beverage bottles are not permitted in parks.

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Fee & Refund Policy

- \$7 fee charged for any changes made after permit has been issued. No changes within 10 days of rental date.
- Full facility deposits are refunded as long as the rental policies are followed, shelter site is damage free, and shelter clean up is completed by permit holder.
- Refund minus \$10 administration fee will be issued for cancellations made **46 or more days** prior to scheduled reservation.
- Refund requests made **11 to 45 days** before scheduled reservation are subject to \$35 cancellation fee for 6 hour reservations and \$45 for full day reservation.
- **No refunds will be given for cancellation 10 or fewer days prior to scheduled reservation date**
- Weather refunds provided only in cases of severe weather such as a tornado or straight line wind event

Emergency Contact Information

- **Monday - Friday**
 - 8a-4p call 651 - 792 - 7006
 - 4p-10p call 651 - 321 - 4012*
- **Weekends**
 - 9a-10p call 651 - 321 - 4012*
- * Please leave a detailed message on the after hours/weekend facility alert line and you will receive a call back. In case of life threatening emergency please call 911.

Looking for more information on Central Park Picnic Shelters or want to make an online 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.