

MEETING AND ACTIVITY ROOM RENTAL POLICIES



Thank you for choosing the Shoreview Community Center to host your event! Please take the time to review the following information. By signing our rental agreement form, you agree to adhere to these rules and policies.

Meeting or activity room party

- On upper level of the community center
- Meeting rooms 1 - 3 (total capacity: 20 people per room)
 - Friday – Sunday: 3 hours
- Activity rooms (total capacity: 36 people per room)
 - Friday: 2 hours
 - Saturday – Sunday: 3 hours
- Reservation time includes set up and clean up
- Remove all items from the room at the end of your reservation
- No running or rough play
- Kids 12 years and younger must be supervised by an adult at all times

Room rental fee

- Must be paid within 48 hours of reserving
 - Including damage deposit
 - Payment link will be sent to you
- Wristbands:
 - Additional wristbands can be purchased the day of at full price

Check-in

- At the lower level service desk, you may arrive 15 minutes prior to event start time
- Staff may check coolers and items at check in
- Staff will provide wristbands on the day of your event
- Staff may need to reassign rooms to allow for smooth transitions between rentals

General policies

- Food and drinks:
 - Can bring in your own
 - Electrical outlets are available

- Refrigerators and microwaves are not available
- Sinks are available in all rooms
- Not allowed:
 - Alcoholic beverages
 - Disposable chafing dishes with sternos
- Rolling carts may be available on the day of your event
- Decorations:
 - May be hung on wall using blue painters tape or 3M command strips/hooks
 - Glitter, confetti, and piñatas are strictly prohibited
- Do not sit on the tables and do not stand on the chairs
- Tobacco use is not allowed anywhere inside the building
- We do not provide towels; you must bring your own

Damage deposit

- \$100 refundable damage deposit due at time of booking
 - You will not be refunded if you cancel your event
- City may hold damage deposit if:
 - Policies are violated
 - You run over the reservation time
 - There is an excessive amount of clean up needed
- The city may also charge actual costs for any damages caused to the facility
- The city will refund damage deposit within 14 business days if contract and policies have been satisfied

Cancellations and refunds

- Reservation and wristband fees are non-refundable
- Contact the rentals office
 - 651-490-4790
 - rentals@shoreviewmn.gov

Liability

The Shoreview Community Center is not responsible for any loss, damage, injury, or illness by the users of the facilities within the community center or on the surrounding grounds. The community center will not be held responsible for items that are left at the facility.