

# MEETING ROOM 4

## 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 room 4

- On upper level of the community center
- Meeting room 4 (total capacity: 20 people)
  - Sunday – Friday: 2 hours
- Reservation time includes set up and clean up
- Remove all items from the room at the end of your reservation
- Includes the use of AV equipment

### Room rental fee

- Must be paid within 48 hours of reserving
  - Including damage deposit
  - Payment link will be sent to you

### General policies

- Food and beverage is not allowed in Meeting Room 4
- Do not sit on the tables and do not stand on the chairs
- Tobacco use is not allowed anywhere inside the building
- Rolling cart may be available on the day of your event
- Staff may need to reassign rooms to allow for smooth transitions between rentals

### 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 fees are non-refundable
- Contact the rentals office
  - 651-490-4790
  - [rentals@shoreviewmn.gov](mailto: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.