

# CABANAS AND POOLSIDE PARTY ROOM POLICIES



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

## **Bamboo bay pool cabanas**

- Located in Bamboo Bay Waterpark
- Cabanas (total capacity: 16 people per cabana)
  - Weekends: 3 hours
  - Weekdays: 2 hours
- Daily admission included
- No glass or balloons allowed in the pool area
- Table decorations only

## **Poolside party room (“Coconut Cove”)**

- On lower level of the community center, next to Tropics Waterpark
- Poolside party room (total capacity: 32 people)
  - Saturday: 3 hours
  - Friday or Sunday: 2 hours
- Daily admission included
- Table decorations only; no hanging of decorations from the walls or ceiling

## **Rental fee**

- Must be paid online within 48 hours
  - 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 lower level service desk, may arrive 15 minutes prior to event start time
- Staff may check coolers and items at check in
- Staff will provide wristbands the day of your event

## General policies

- Reservation time includes set up and clean up
- Food and drinks:
  - Can bring in your own or buy from the cafe
  - Refrigerators and microwaves are not available
  - Not allowed:
    - Alcoholic beverages
    - Disposable chafing dishes with sternos
- Rolling carts may be available on the day of your event
- Decorations:
  - Glitter, confetti, and piñatas are not allowed
- 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 with 14 business days if contract has been satisfied

## Cancellations and refunds

- Reservation and wristband fees are non-refundable
- Contact the rentals office
  - 651-490-4780
  - 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.