

Memorandum

TO: City Council Workshop
FROM: Steve Benoit , Parks and Recreation Director
DATE: October 20, 2025
SUBJECT: Shoreview Community Center - Community Organization Rentals
ITEM NUMBER: 1.c
SECTION: GENERAL BUSINESS

REQUESTED MOTION

N/A

INTRODUCTION

The Shoreview Community Center offers limited complimentary meeting room rentals to community organizations. The city council is being asked to consider and provide direction for the parks and recreation department to implement new policy guidelines for recognized community partners.

DISCUSSION

Our community center has long supported local nonprofits, community organizations, and neighborhood groups by offering complimentary use of meeting rooms. While this policy has been successful in fostering engagement and collaboration, increased demand and operational costs have prompted a review to ensure continued fairness, accessibility, and sustainability.

The current policy primarily supports small monthly meeting spaces for community organizations. However, each year, many groups request access to larger rental spaces, enhanced technology, or more frequent meetings. To streamline the request and decision-making process, an additional policy has been developed to better accommodate requests from designated community partners including:

- Arden Hills/Shoreview Rotary Club
- Gallery 96
- Mounds View School District
- Shoreview Arden Hills Lion's Club
- Shoreview Community Foundation
- Shoreview Community Garden Club
- Shoreview-Einhausen Sister City Association
- Shoreview Historical Society
- Shoreview Northern Lights Variety Band
- Slice of Shoreview

Staff is requesting the council review and discuss the updated policy guidelines.

RECOMMENDATION

N/A

ATTACHMENTS

[Current Community Partner Rental Policy.pdf](#)

[Recommended Community Partner Rental Policy.pdf](#)

[Community Partner Rental History 2023-2025.pdf](#)