



PARK SHELTER RESERVATION POLICY

SHAKOPEE PARKS AND RECREATION DEPARTMENT
1255 FULLER ST. S., SHAKOPEE, MN 55379
952-233-9500

www.ShakopeeMN.gov rentals@ShakopeeMN.gov

Reservations Requests:

- Accepted the 1st business day in January for the present year.
- Monday-Friday 8 a.m.- 4p.m.
- Forms: In person, by mail, e-mail, scan: www.ShakopeeMN.gov/parks
- First come, first served. Request are date and time stamped. All fees due at time of reservation.

Payments & Deposits: Payments

Full payment and a \$100 refundable Facility Use Deposit (if applicable) is due at the time of reservation. We accept, cash, checks, Visa or Mastercard. Make checks payable to “City of Shakopee”. Facility Use Deposits will be returned after rentals. Deposits may not be returned for items listed on the renter’s reservation confirmation.

Cancellations:

Cancellations made 30 days prior to scheduled reservation will be refunded minus a \$10 service charge. Cancellations made within the 30 day period are not refundable. Will work with you to reschedule within 60 days.

Key/Equipment Checkout & Return:

- Mon-Fri 5 a.m.- 9 p.m., Sat 6 a.m.- 8 p.m., Sun 8 a.m.- 8 p.m.
- Available day of the rental or by special request
- Requires \$100 refundable Facility Use Deposit
- Volleyball, horseshoes, frisbee golf discs free with rental
- Return keys the same day of rental or next day; *Keys not returned as specified will result in loss of deposit*

Rates and Availability

Open Air Shelter: \$95 - March 1-November 30. Restrooms may not be available before May 1 or after October 10.

Enclosed Shelter: \$120 + \$100 refundable Facility Use Deposit - March 1-November 30

Park Hours: 6 a.m. – 10 p.m. (After 10 p.m. will result in loss of deposit)

Special Use Permits (required for the following): May be subject to a fee and Certificate of Insurance

Failure to obtain a special use permit or Certificate of Insurance could result in forfeiture of deposit.

Inflatables	Parades	Events charging admission
Carnival events and/or rides	Dunk Tanks	Events selling food or merchandise
Amplified or live music	Weddings	Petting Zoos
Large BBQ (i.e. pig roasts)	Worship Service	Use of animals or wildlife displays
Community events open to the public	Tents/Canopies	Exclusive use events
Car/motorcycle/powered machinery events	Contests and Exhibitions	

Decorations: Encouraged: Blue Painters Tape, 3M Command Strip product, free standing items, center pieces, balloons, signage on easels.

Prohibited: Tape, glue, nails, tacks, staples, candles, confetti, glitter, sand, silly string, rice, flower petals, adhered items, ceilings or fixtures.

Failure to follow will result in loss of facility use deposit or incurred expense.

Food and Merchandise Sales: May require an additional City permit. Contact City Clerk at 952-233-9300.

Tents and Canopies: Permit required for structures over 200 sq. ft. Contact Fire Inspector at 952-233-9575.

Weather: No refunds. Staff will work with you to find an alternate date.