



Shakopee Parks and Recreation
Facility Use Request
 Shakopee Parks and Recreation
 1255 Fuller Street, Shakopee, MN 55379
 Phone# (952) 233-9500 Fax# (952) 233-3831
www.ShakopeeMN.gov parks@ShakopeeMN.gov

OFFICE USE ONLY	
Date/Time Rec'd	_____
Staff Initials	_____
Date Processed	_____
Staff Initials	_____

Contact Information

Name: _____ Birthdate: _____ E-mail _____

Organization: _____ Tax ID # (attach copy) _____

Address: _____ Apt # _____ City: _____ State: _____ Zip: _____

Cell Phone : _____ Alternative Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Type of Event _____

Start Time (Include setup time): _____ End Time (Include cleanup time): _____ # Attending _____

Facility Requested (2 hour minimum)	Rate	Add on Items	Rate
<input type="checkbox"/> Community Room (Sun-Fri)	\$75/hr + tax	<input type="checkbox"/> Refundable Damage Deposit (required if having alcohol)	\$500
<input type="checkbox"/> Community Room (Sat)	\$100/hr + tax	<input type="checkbox"/> Refundable Damage Deposit (required, no alcohol)	\$300
		<input type="checkbox"/> Projector/Screen (Community room only)	\$25 + tax
		<input type="checkbox"/> Microphone/Speakers (Community room only)	\$25 + tax
<input type="checkbox"/> Conference Room	\$20 + tax	<input type="checkbox"/> Downstairs Multi-Purpose Room	\$40 + tax
<input type="checkbox"/> Downstairs Party/Meeting Room	\$30 + tax	<input type="checkbox"/> Ice Arena Multi-Purpose Room	\$40 + tax
<input type="checkbox"/> Pool Party Room	\$30 + tax	<input type="checkbox"/> Enigma Teen Center	\$40 + tax*
<input type="checkbox"/> Gymnasium (East)	\$50 + tax	<input type="checkbox"/> **Parties Only**-Refundable Damage Deposit	\$100

<input type="checkbox"/> Log Cabin (Mon-Thurs)	\$50/hr + tax		
<input type="checkbox"/> Log Cabin (Fri-Sun)		<input type="checkbox"/> Refundable Damage Deposit (required, no alcohol)	\$300
<input type="checkbox"/> *All Day: 8am-11pm	\$400/day + tax	<input type="checkbox"/> Refundable Damage Deposit (required, if having alcohol)	\$500
<input type="checkbox"/> * Block: 8am-1pm	\$200/block +tax*		
<input type="checkbox"/> * Block: 3pm-11pm	\$200/block +tax*		

Special Notes/Event Details: _____

Will a fee be charged to participants/vendors? Yes No (If yes, special use permit required)

Signing this form indicates that you have read, understand and agree to comply with the Shakopee Parks & Recreation Usage Policy that applies to this facility rental. As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from any liability, including injury or disability, which I or the participants of the rental listed above might incur as the result of use of the facility listed above.

Signature: _____ Date: _____

Payment Information

Rental Rate # hours/block _____ x \$ _____ + Add on Items \$ _____ + Tax 7.375 % _____ = \$ _____

+ Refundable Deposit \$ _____

Total = \$ _____

Cash \$ _____ Check \$ _____ # _____ Credit/Debit Card _____ Receipt sent/e-mailed _____

Credit Card # _____ - _____ - _____ / _____ Expiration Date _____ / _____ CVV Code _____

Facility Rules and Regulations

1. Renter is responsible for their own setup and takedown.
2. The SCC is not responsible for items lost, stolen or left behind.
3. Reservations should be submitted at least 14 days in advance of rental date.
4. All rentals are to include setup, event and takedown time in the total rental time period. No early entry.
5. Smoking is prohibited in the building and on grounds.
6. Our facilities operate under a zero-tolerance behavior policy.
7. Decorations are permitted within guidelines or with permission only. Failure to follow will result in loss of deposit or incurred expense.
Encouraged: Free standing items, center pieces, balloons, signage on easels.
NOT ALLOWED: CONFETTI, GLITTER, Candles, tape, glue, nails, tacks, staples, sand, silly string, rice, flower petals, adhered items or hooks on walls, ceilings or fixtures.
8. The renter is responsible for the condition of the area used and for the supervision of the participants.
9. The renter is responsible for returning the area to the condition in which it was found. This includes cleaning, wiping down tables, vacuuming, etc. as needed. Damage deposit loss may be assessed if left in poor condition.
10. Renters may not store equipment at the facility unless prearranged with the Facility Staff. See #2.
11. Failure to comply with regulations will be cause for revocation of use, loss of future rental ability, invoiced expenses for amounts exceeding damage deposit and damage deposit forfeiture.
12. The renter is responsible for the conduct of members of its group. Disorderly conduct will result in exclusion from the facility. Children must be supervised.
13. Food and beverage may be brought in by the renter or a licensed caterer.

I agree to the facility rules and regulations. I understand that failure to follow these rules will result in loss of the Facility Use Deposit.

Signature: _____ Date: _____

Payment, Refunds and Cancellations

1. Full payment is due upon reservation.
2. No-shows: Full rental fees apply, no refunds.
3. 14 day notice is required by the renter to be reimbursed for cancellation, minus a \$10 service fee.
4. Refundable damage deposits required with Facility rentals are processed within 7 days if credit, 21 if cash/check (by check issuance).
5. The SCC reserves the right to cancel this agreement due to unforeseen circumstances, with no liability. If enacted, a refund will be issued.

Facility Descriptions

Log Cabin: Located in Lions Park, the Cabin is available for groups and private rentals. It is handicap accessible with a kitchen (no stove), heat/air conditioned and tables/chairs to seat 100.

Community Room: The perfect location for meetings, events and receptions. A large, open room with a dance floor, fireplace and wall of natural light. A catering kitchen, A/V system with projection, dual 65-in TV's, color changing LED wall wash system and warm touches all lend to a first-class space. (15) 5' round tables and (5) 5' rectangle tables. Room Capacity-seating for up to 150.

Gymnasiums: Two single gym floors separated by a retractable curtain. The east gym is generally available for rental while the west gym remains open to the public for open gym. Seating and bleachers are not available. Primarily an active use space.

DS Party/Meeting Room: (Weekdays only) A great space for a birthday party, shower, small gathering or meeting. There is adequate counter space with electric, sink, a small fridge/freezer and tables/chairs. Room Capacity-30

Pool Party Room: (Weekdays only) A great space for a pool birthday party or small gathering. Parties must coincide with open swim times. Children and adults are subject to pool admissions in addition to rental rate. Supervision requirements in the pool area apply. See Aquatic Center rules. Room Capacity-30

DS Multi-Purpose Room: An active space for a team building exercise, athletic use, event or gathering. Connected to the West gymnasium, it provides a space that is great for school, private or organizational events. Tables and chairs are not available for use in this room. Room Capacity-165

Ice Arena Multi-Purpose Room: Suitable for meetings, activities or parties. Tables and chairs are available for use in this room. Room Capacity-50

Conference Room: The ideal comfortable space for a small meeting with natural light, anchored by a conference table. Room Capacity-10

Enigma Teen Center: Great for meeting or other events. Large events may consider adding the teen center to their Community Room rental for added space. The rooms are connected via barn doors. Room Capacity-45

COMMUNITY CENTER RENTALS HOURS
Monday – Friday 5am-9pm; Saturday – 6am-8pm; Sunday – 8am-8pm

LOG CABIN
Rented daily from 8am-11pm

COMMUNITY CENTER

LOG CABIN

Specific Event Planning and Regulations

Name: _____

Event Date: _____

- The renter shall organize all activities to fit into the start and end rental time, including setup and takedown/clean up.
- Rental areas will not be available to the renter before or after the time specified on the rental agreement.
- Any time 'overtime' will be charged and fees taken from the damage deposit. Excess will be billed.

Will food be served? Yes No

If catered, specify licensed caterer: _____ **Phone:** _____

-Buffet, group food service and beverage service stations must remain on the hard floor area.

Will free beer and/or wine be served? Yes No

If yes, the following applies:

- No liquor license required.
- Service and consumption are only allowed in the Community Room/Log Cabin.
- No service to a minor or persons obviously intoxicated.
- The person, organization or group hosting the event must provide the alcohol and is responsible for adhering to the regulations.
- No compensation may be exchanged (donations, tips, advanced ticket sales, etc.)
- Service to only persons attending the event for which the room was rented.

Will hard liquor be served? Yes No

If hard liquor is being served or sold, you will need to have a liquor license:

- No fewer than 7 days prior to the event, the liquor licensee must provide the facility coordinator a certificate of insurance listing "off premises" liquor liability coverage and name the City of Shakopee as an additional named insured. Failure to do so will result in denial of the use of alcohol.
- Service and consumption are only allowed in the Community Room/Log Cabin.
- No service to a minor or persons obviously intoxicated.
- The person, organization or group hosting the event must provide the alcohol and is responsible for adhering to the regulations.
- Service to only persons attending the event for which the room was rented.

SPECIAL ISE PERMIT is needed if you are having any type of inflatable, pig roast dunk tanks, car shows or events open to the public. There is an additional charge. Failure to obtain a special use permit will result in forfeiture of your deposit.