



Shakopee Community Youth Building Policy and Guidelines
Shakopee Parks and Recreation
1255 Fuller Street, Shakopee, MN 55379
Phone# (952) 233-9500

www.ShakopeeMN.gov www.parks@ShakopeeMN.gov

Office Hours: Monday-Friday 5:00am-9:00pm Saturday 6:00am-8:00pm Sunday 8:00am-8:00pm
Community Youth Building Address: 1099 Adams St., Shakopee, MN 55379

Fees

- All fees are due at the time of making reservation.
- A refundable damage deposit of \$200 (if applicable) is due at time of reservation. This can be cash, check or credit card. Damage deposits will be returned after rental: Within 21 working days (cash/check) or 7 days (credit). Permittee must have left the building in good condition and returned the key within 24 hours after rental to have deposit returned.

Refunds

- Cancellations must be made 30 days prior to reservation to be refunded (minus \$5 fee).
- Cancellations made within 30 days is nonrefundable. We will work with you to reschedule within 90 days.

Park Hours are 6:00 a.m. – 10:00 p.m. Building must be vacated by 10:00 p.m.

Facility Keys: Keys for the facility need to be picked up at the Shakopee Community Center during normal operating hours prior to your rental.

Heat and Air Conditioning: The heat or air conditioning is activated for a 3-hour period by pushing the button located near the thermostat. The red light should be on when the system is activated.

Rental Requirements

- Person on permit is responsible for the condition of the facility and for the supervision of the participants. It is the responsibility of the user to make sure the facility is left in the same condition it was when you arrived.
- Do not leave children unattended. A responsible adult over 21 must be present at all times.
- City Ordinance does not allow the use of any alcoholic beverages or smoking on the premises.
- If the activity requires extra custodial support or personnel, these costs will be billed to the user.
- Please notify the Park and Recreation Office of any problems or unusual conditions or circumstances that may have occurred during your use of the building.
- **Nails, staples, tape, tacks, hot glue, etc. is not allowed on the walls, ceilings, window & door frames and counters.**
- Pets are not allowed in the building.
- Deposit will be returned after your rental provided the user met the following responsibilities:
 - ✓ Out of the Building on time – 10pm
 - ✓ Stack chairs
 - ✓ Clean tables & store horizontal along the wall
 - ✓ Flush toilets/Wipe down sinks
 - ✓ Wipe kitchen counters
 - ✓ Empty Garbage Containers & put in new liners. Additional bags are in the janitor's closet.
 - ✓ Take bagged garbage to the blue containers outside the building.
 - ✓ Vacuum.
 - ✓ Turn off all Lights.
 - ✓ Make sure all 4 doors are secured.
- Return key to the Shakopee Community Center immediately after your rental. If your rental concludes after normal operation hours of the Community Center, the key must be returned promptly the next day.
- **Special Use Permit**
Activities such as amplified or live music, pig roast, moonwalks, dunk tanks, weddings, car shows or events open to the public will require a special permit. There may be an additional charge. Failure to obtain a special use permit or Certificate of Insurance could result in forfeiture of deposit.