



**Park Shelter Request Form**  
 Shakopee Parks and Recreation  
 1255 Fuller St. Shakopee, MN 55379  
 Phone # 233-9500  
[www.ShakopeeMN.gov](http://www.ShakopeeMN.gov) or [parks@ShakopeeMN.gov](mailto:parks@ShakopeeMN.gov)

OFFICE USE ONLY  
 Date/Time Rec'd \_\_\_\_\_ Staff \_\_\_\_\_  
 Date Processed \_\_\_\_\_ Staff \_\_\_\_\_  
 Permit or Booking # \_\_\_\_\_

**Contact Information**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_ Email: \_\_\_\_\_  
 Organization (if applicable) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Reservation Information**

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Description: \_\_\_\_\_  
 Include set up/clean up time. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Approximate #Attending: \_\_\_\_\_  
 Park Hours are 6 a.m. – 10 p.m.

**Open Air Park Shelters**

**\$95.00 (Rental) No Deposit**

- \_\_\_\_ Memorial -Shelter #2
- \_\_\_\_ Lions -Shelter # 1
- \_\_\_\_ Lions -Shelter #2
- \_\_\_\_ Huber Park Picnic (\$120 – 30 days prior)

**Enclosed Park Shelters (Key required)**

**\$120.00 (Rental) + \$100 Deposit**

- \_\_\_\_ Green Meadows
- \_\_\_\_ Hiawatha
- \_\_\_\_ Holmes
- \_\_\_\_ Riverside Fields
- \_\_\_\_ Scenic Heights
- \_\_\_\_ Southbridge Community
- \_\_\_\_ Westminster

Full payment and \$100 refundable Facility Use Deposit due at the time of reservation for enclosed shelters or equipment rental. Deposits will be returned after rentals.

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- Yes  No Inflatables/Dunk Tank (no staking)
- Yes  No Charging admission, selling food/merchandise
- Yes  No DJ Music
- Yes  No Tents/shelters (no staking)
- Yes  No Other \_\_\_\_\_

If you answered yes to the following, you are required to apply for a Special Use Permit & a Certificate of Insurance naming the “City of Shakopee” as an additional insured. Contact Barb Potthier at 952-233-9505 or [parks@ShakopeeMN.gov](mailto:parks@ShakopeeMN.gov). Failure to obtain a permit will result in forfeiture of deposit.

**Initials Required**

- \_\_\_\_ My event will not include any of the activities listed above.
- \_\_\_\_ Decorating: Allowed- Blue Painters tape, 3M Command Strip products, free standing/table decoration
- Not Allowed: Nails, staples, tacks, tape, hot glue,

**Equipment Request Free with Rental + Deposit (without Rental \$15 + Deposit - includes tax)**

\_\_\_\_ Volleyball \_\_\_\_\_ Horseshoes Lions Park Only \_\_\_\_\_ Frisbee Golf

**Agreement – Signature Required**

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 liability for any 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 due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above. With my signature, I verify I have read and understand the rules and regulation for facility/park use.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Payment Information**

Rental Fee \$ \_\_\_\_\_ + Deposit Fee (if applicable) \$ 100 = Total Fee \$ \_\_\_\_\_  
 Cash \$ \_\_\_\_\_ Check \$ \_\_\_\_\_ # \_\_\_\_\_ CC Visa \$ \_\_\_\_\_ MasterCard \$ \_\_\_\_\_ Approval \_\_\_\_\_ Receipt sent/e-mailed \_\_\_\_\_  
 Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_ 3 Digit Security Code \_\_\_\_\_



## PARK SHELTER RESERVATION POLICY

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

[www.ShakopeeMN.gov](http://www.ShakopeeMN.gov)    [rentals@ShakopeeMN.gov](mailto:rentals@ShakopeeMN.gov)

### Reservations Requests:

- Accepted the 1<sup>st</sup> 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](http://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.