



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
parks@ShakopeeMN.gov or www.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 _____

Set up Time: _____ Start Time: _____ End Time: _____ Clean up Time: _____ # Attending _____

Facility Requested (2 hour minimum)	Rate Plus Tax	Add on Items	Rate Plus Tax
<input type="checkbox"/> Community Room (Sun-Fri)	\$ 85 /hr + \$7.12	<input type="checkbox"/> Refundable Damage Deposit (required if having alcohol)	\$500
<input type="checkbox"/> Community Room (Sat)	\$110 /hr + \$9.21	<input type="checkbox"/> Refundable Damage Deposit (required, no alcohol)	\$300
		<input type="checkbox"/> Projector/Screen (Community room only)	\$25 +\$2.09
		<input type="checkbox"/> Microphone/Speakers (Community room only)	\$25 +\$2.09
<input type="checkbox"/> Conference Room	\$25 /hr + \$2.09	<input type="checkbox"/> Downstairs Multi-Purpose Room	\$45 /hr +\$3.77
<input type="checkbox"/> Downstairs Party/Meeting Room	\$35 /hr +\$2.31	<input type="checkbox"/> Ice Arena Multi-Purpose Room	\$45 /hr +\$3.77
<input type="checkbox"/> Upstairs Meeting Room	\$35 /hr +\$2.31	<input type="checkbox"/> Upstairs Multi-Purpose Room	\$45 /hr +\$3.77
<input type="checkbox"/> Pool Party Room	\$35 /hr +\$2.31	<input type="checkbox"/> Enigma	\$45 /hr +\$3.77
<input type="checkbox"/> Gymnasium (East)	\$55 /hr +\$2.31	<input type="checkbox"/> **Parties Only**-Refundable Damage Deposit	\$100

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 _____ x \$ _____ = \$ _____ + Add on Items \$ _____ + \$ Tax _____ = \$ _____

+ 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/Vaping 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. Cancellations made 14 days prior to scheduled reservation will be refunded minus a \$10 service charge.
4. Cancellations made within 14 days are not refundable.
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

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.

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

US Meeting Room: This space can be used for small gatherings or meetings. Anchored conference table and chairs are included. Room Capacity-25

US Multi-Purpose Room: Suitable for meetings, activities or parties. Tables/chairs are included in this room. Room Capacity-40

Enigma: 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

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/chairs are not available for use in this room. Room Capacity-165

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

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.

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

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

COMMUNITY CENTER RENTALS HOURS

Monday – Friday 5am-8:30pm; Saturday – 6am-7:30pm; Sunday – 8am-7:30pm

Specific Event Planning and Regulations

Name: _____

Event Date: _____

Please check:

- The renter shall organize all activities to fit into the start and end rental time. Setup and takedown/clean up times must be included in your rental time. There is no early entry allowed.**
- Rental areas will not be available to the renter before or after the time specified on the rental agreement.**

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 (Community Room only)

If yes, the following applies:

- No liquor license required.
- Service and consumption are only allowed in the Community Room.
- 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 (Community Room only)

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.
- 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.