



Shakopee Community Youth Building Request Form
 Shakopee Parks and Recreation
 1255 Fuller St. Shakopee, MN 55379
 Phone # 233-9500 www.ShakopeeMN.gov or 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: _____ # Attending: _____

- Full payment is due upon reservation. Cash, Checks (payable to "City of Shakopee"), Credit cards excepted.
- Refund Facility Use Deposits will be returned after rental.
- Once processed, you will receive a receipt and confirmation by e-mail (if available) or mail.
- City ordinance prohibits the use of any alcoholic beverages or smoking on the premises.
- Youth Building hours are 8 a.m.-10 p.m. *Rentals exceeding these times without a permit will forfeit the Facility Use Deposit and will be subject to the hourly rate. Plan your takedown/cleanup accordingly.*
- Cancellations made 30 days prior to scheduled reservation will be refunded minus a \$10 service charge.
- Cancellations within 30 days are not refundable. Will work with you to reschedule within 90 days.
- *Failure to adhere to any of the preceding terms will result in loss of Facility Use Deposit.*

FEES:

Full Day – Friday, Saturday, Sunday & Holiday Rental	\$250
Weekday Rentals/hour (2hr min)	\$ 50
Civic Groups/hour	\$ 20
Rentals for Profit/hour	\$ 90

Special Use Permit and/or Insurance Requirements

- Yes No Inflatables/Dunk Tank (no staking)
- Yes No Music – Band
- Yes No Tents/shelters (no staking)
- Yes No Events charging admission, selling food or merchandise
- 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 . Failure to obtain a permit will Result in forfeiture of deposit.

The undersigned, hereby accept responsibility for the activity listed, and all its participants and any others present for the activity stated below. The undersigned agrees to defend, indemnify and hold the City of Shakopee harmless from and against all claims, losses and liabilities arising out of the personal injury, including death, and damage to property relating to the use of the Shakopee Community Youth Building for any activity. By signing this form, you are indicating that you have read and understand the Shakopee Parks and Recreation Facility Usage Policy.

Date _____ **Signature** _____

Payment Information

Rental Fee \$ _____ + Deposit \$ **200** = Total Fee \$ _____
 Cash \$ _____ Check \$ _____ # _____ Credit/Debit Card \$ _____ Approval _____ Receipt/e-mail sent _____
 Credit Card # _____ - _____ - _____ Expiration Date ____/____/____ CVV Code _____

Sign Page 2 for rental of Community Youth Building.



Facility Rules and Regulations

1. The City of Shakopee is not responsible for items lost, stolen or left behind.
2. Reservations should be submitted at least 2 weeks in advance of rental date.
3. All rentals are to include setup, event and takedown time in the total rental time. No early entry. Renter is responsible for their own setup and takedown.
4. Renters should bring their own equipment or rent available items. Tables/chairs provided.
5. Decorations:
 - Encouraged:** Use of painters' tape, 3M Command Strip products, free standing items, center pieces, balloons, signage on easels.
 - Prohibited:** Confetti, glitter, sand, rice, tape, glue, nails, tacks, staples, candles, silly string, flower petals, adhered items or hooks on walls, ceilings or fixtures.
6. The renter is responsible for the condition of the area used and returning it to the condition in which it was found. (Supplies needed can be obtained from the janitor's closet). This includes cleaning, wiping down tables, vacuuming, taking bagged garbage to outside garbage can, etc. *Room clean up fee and/or Facility Use Deposit loss may be assessed if left in poor condition.*
7. Renters may not store equipment to pick up later.
8. Failure to comply with regulations will be cause for revocation of use, loss of future rental ability, invoiced expenses for amounts exceeding facility use deposit and facility use deposit forfeiture. *Rentals operating outside of the specified Youth Building hours will forfeit Facility Use Deposit.*
9. The renter is responsible for the conduct of members of its group. Children must be supervised.
10. Food and beverage (non-alcoholic) may be brought in by the renter or a licensed caterer. Smoking and alcohol is prohibited in the building and on grounds.
11. Number of guests may not exceed the posted room occupancy of 200.
12. Special Use Permit/Certificate of Insurance for inflatables, Live music, Special events, etc.

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 and additional charges may be incurred.

Signature: _____

Date: _____

Payment, Refunds and Cancellations

1. Full payment is due upon reservation.
2. No-shows: Full rental fees apply, no refunds.
3. 30-day notice is required by the renter to be reimbursed for cancellation, minus a \$10 service fee.
4. Refundable facility use deposits for the Youth Building rentals will be refunded after event. *Facility Use Deposits will not be issued in the case of time overages or in any case of the rules or regulations not being followed.*
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

The Youth Building is available for groups and private rentals. Located in Lions Park, the Youth Building is comfortable and quiet and is suitable for all types of get-togethers.

Youth Building hours are 8 a.m.- 10 p.m.

Amenities Available:

- Kitchen including refrigerator, counter, sink, microwave, 30 cup coffee pot, serving island with multiple plug-ins.
- Utility Closet
- Handicap-accessible entry
- Restrooms
- Air conditioned
- Approximately 24 7-foot folding table and 100 chairs