



Last Reviewed:

Shakopee Ice Arena Ice reservation and Allocation Process

The following policies will be used to determine the procedure for ice requests, allocation, and payment.

1. Shakopee Ice Arena Seasons

Shakopee Ice Arena provides year-round ice. The operation, scheduling, and use will be divided into 2 seasons:

- Fall/Winter (Hockey Season) September 1st-March 15th.
- Spring/Summer March 16th-August 31st

2. Ice Allocation

The priority for ice allocation will be determined by season:

Fall/Winter (Hockey Season)

1. City Programs (i.e., Open Skate, Open Freestyle, Open Hockey, and Shakopee Skate School), State/Regions Hockey Events (requested 6 months prior)
2. School district programs-per agreement
3. Shakopee Youth Hockey -per agreement (1400)
4. Other users, with priority given based on the volume of the request.

Spring/Summer

1. City Programs (i.e., Open Skate, Open Freestyle, Open Hockey, and Shakopee Skate School)
2. Other users, with priority given based on the volume of the request.

3. Requests for Ice

- Fall/Winter (Hockey Season) September 1st -March 15th.
 - Ice requests must be submitted to Shakopee Parks and Recreation by July 1st. Ice will be scheduled and returned to organizations for review by July 15th. Organizations will have 1 month to review and make any changes/additions. After this date (August 15th) user groups assume full responsibility for payment on all allocated ice. User groups may request more ice after this date but may not turn any ice back. After the user group allocation window is past ice will be granted to all other user groups at first come first serve basis.

- Spring/Summer March 16th – August 31st
 - You can request ice starting on September 1st. Ice users are financially responsible for those hours requested. Ice will be locked in by January 1st. Ice users will be billed each month after the ice times are used. After the user group allocation window is past ice will be granted to all other user groups on a first come first basis.

4. Ice Rental Payments

Ice rental invoices will be billed on the first of the month following the scheduled ice times. Invoices must be paid in full 15 days after the invoice date.

(NOTE: All bills must be paid in full before future ice can be booked on the schedule)

Note: This Policy was reviewed and approved by the Shakopee City Council on date
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