



**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: \_\_\_\_\_ Tax Exempt: Yes (Submit ST3) No Tax ID# \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

**Reservation Information**

Event Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_ Description: \_\_\_\_\_

Include set up/clean up time. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Approximate #Attending: \_\_\_\_\_

**Open Air Park Shelters** \_\_\_\_\_ Memorial -Shelter #1 (no Electric) \_\_\_\_\_ Memorial -Shelter #2  
**\$95.00 (Rental) No Deposit** \_\_\_\_\_ Lions -Shelter #1 \_\_\_\_\_ Lions -Shelter #2

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**Enclosed Park Shelters (Key required)** \_\_\_\_\_ Green Meadows \_\_\_\_\_ Riverside Fields \_\_\_\_\_ Westminster  
**\$120.00 (Rental) + Deposit** \_\_\_\_\_ Hiawatha \_\_\_\_\_ Scenic Heights  
 \_\_\_\_\_ Holmes \_\_\_\_\_ Southbridge Community

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.

A Special Event Permit and/or additional insurance may be required if you are planning an event with ANY of the following:

- Yes  No Jump House/Dunk Tank  Yes  No Entertainment  Yes  No \*Alcohol or food sales
- Yes  No Amplified Music  Yes  No \*Charging entry fee  Yes  No Use of tents/shelters
- \*Other (Car Show, Pets Show, Community 5K, etc.) Please specify: \_\_\_\_\_

**Initials Required**

- \_\_\_\_\_ My event will not include any of the activities listed above.
- \_\_\_\_\_ Decorating: Blue Painters tape, 3M Command Strip products, free standing/table decoration can be used.  
 Nails, staples, tacks, tape, hot glue, etc. is not allowed on walls, ceilings, windows & doors.
- \_\_\_\_\_ I would like to apply for a Special Use Permit. Please contact Barb Potthier 952-233-9505 or [parks@ShakopeeMN.gov](mailto:parks@ShakopeeMN.gov)
- \_\_\_\_\_ I will provide the appropriate insurance 7 days prior to my event naming the "City of Shakopee" as an additional insured.
- \_\_\_\_\_ \*Special Permit Request – May be subject to a Fee. Failure to obtain a SUP could result in forfeiture of deposit.

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

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

**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 \_\_\_\_\_  
 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 \$5 service charge. Cancellations made within the 30 day period are not refundable. Will work with you to reschedule within 90 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 w/ 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.

## **RULES AND REGULATIONS FOR USE OF SHAKOPEE PARKS: CITY CODE CHAPTER 91**

**§ 91.01 PARKS DEFINED.** For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

**PARK or PARKS:** A park, parkway, greenway, trail, playground, greenway, athletic field, swimming pool, recreation center, or other area in the city, owned, leased, or used, wholly or in part, by the city for recreational purposes and for such uses that are normally associated with parks.

### **§ 91.02 ACTIVITY SCHEDULED IN PARKS.**

The city parks are intended for the benefit of all. To facilitate maximum, uniform and orderly usage of park facilities, the City Parks, Recreation, and Natural Resources Department is delegated as the agency to coordinate and schedule the use of park areas and facilities.

### **§ 91.03 REGULATIONS.**

The following regulations shall apply to all city parks unless otherwise specified.

- (A) *Speed laws.* It is unlawful for any person to operate a motor vehicle in any park at a speed in excess of 15 mph except an emergency vehicle.
- (B) *Parking.* It is unlawful for any person other than park personnel to park any motor vehicle in any place in a public park except in designated areas or to operate any motor vehicle in any place except on established roads, driveways, or parking areas.
- (C) *Hours.* It is unlawful for any person to be or remain in any park between the hours of 10:00 p.m. and 6:00 a.m. except those who, without delay, are traveling through the parks on established walks, paths, or streets, or are in activities that have been scheduled through the Parks, Recreation, and Natural Resources Department. Overnight parking in any park is prohibited without specific approval from the City Parks, Recreation, and Natural Resources Department or the City Police Department.
- (D) *Camping.* No person shall set up tents, shacks, or any other temporary shelter, nor shall any person leave in any park after closing hours any movable structure or special vehicle such as a house trailer, camp trailer, camp wagon, or the like, without permission of the Parks, Recreation, and Natural Resources Department.
- (E) *Building of fires.* It is unlawful for any person to light or make fires in any park except in places and in containers intended for such purposes. This division (E) does not apply to city employees engaged in cleaning, maintaining the areas, or special events.
- (F) *Firearms or bow and arrows.* It is unlawful for any person or persons to discharge any firearm in a park without first securing specific approval from City Parks, Recreation, and Natural Resources Department and a permit from the Chief of Police. This division (F) shall not apply to the use of a bow and arrow in a range authorized by the Council.
- (G) *Littering.* It is unlawful for any person to cast, deposit, throw, lay, place, or scatter any lighted or unlighted cigars or cigarettes, chewing gum, chewing gum wrappers, glass, bottles, cans, nails, wire, crockery, or other sharp or cutting substances, or any refuse matter of any kind anywhere, except in refuse containers provided for this purpose. Live charcoal coals and ashes shall be deposited only in containers designated for this purpose.
- (H) *Swimming and bathing.* Swimming and bathing will be permitted only in designated and posted areas.
- (I) *Dangerous games.* It is unlawful for any person to play any game dangerous to the welfare of other persons and property excepting in areas provided for this purpose.
- (J) *Vandalism.* It is unlawful for any person to write upon, skate upon, mark, destroy, or otherwise deface in any way any property or thing pertaining to or in said parks. It is also unlawful for any person to paste or affix or inscribe any handbill or poster on any structure or property within any park or on any road or roadway adjacent thereto, or to break, cut, mutilate, injure, remove, or carry away any tree, plant, flower, shrub, rock, soil, or any other park property except in the case of city personnel engaged in maintenance and development thereof.
- (K) *Control of pets.* Except as otherwise allowed in a city-approved off leash dog park, no pets shall be allowed in any park except when they are under control on a leash or confined. It is unlawful for any person to ride a horse or other animal within a city park, or to disturb or interfere with any wildlife. The person having control of the leashed pet shall immediately remove any feces left by the pet. The person in control of the pet must have in their possession equipment for picking up and removing the feces.
- (L) *Sales; solicitation; advertising.* It is unlawful for any person or persons other than city personnel to solicit, sell, or offer any article, product, or service in any park without a permit from City Parks, Recreation, and Natural Resources Department.
- (M) *Tennis courts.* It is unlawful for any person to ride bicycles, scooters, skateboards, rollerblades/skates, or any other vehicle on the tennis court or drive them thereon or use the courts for any other purpose than playing tennis without specific permission from City Parks, Recreation and Natural Resources Department.
- (N) *Ice skating rinks.* Ice hockey will only be permitted on rinks posted for hockey. No hockey sticks or pucks, sleds, or toboggans shall be allowed on any other park rink. No vehicles of any kind excepting those used by city personnel will be allowed on any skating area.

(O) *Alcoholic beverages.* It is unlawful for any person to serve, possess, or consume liquor except beer or wine (included in this exception is beer which contains in excess of 3.2% of alcohol by weight) in any area of a city park except in a picnic, grandstand, or shelter area or where permission has been specifically granted or licensed by the Council; to possess a beer keg or serve or consume beer from a beer keg unless a special permit has been obtained from the Parks, Recreation, and Natural Resources Department.

(P) *Wildlife.* It is unlawful for any person, except authorized city personnel, to kill, hunt, trap, pursue, catch, or remove any wildlife, other than fish, except as may be authorized through a permit.

(Q) *Structures.* It is unlawful for any person to construct or place any type of structure including but not limited to, trampolines, deer stands, ground blinds, playhouses, treehouses, temporary storage buildings, motorcycle or bicycle launches, temporary shelters, tents, or other such devices upon park land without a permit.

(R) *Encroachments.* It is unlawful for any person to encroach on park property with such items as fences, gardens, lawn/yard waste, other personal property, or to disturb the natural landscape, vegetation, or structures on park property or otherwise use park property for private use. All setbacks and other local zoning regulations are in effect and apply against properties adjacent to city parks as they would be against property adjacent to private property.

(S) *Golf.* It is unlawful for any person to drive, putt, or in any other manner, play or practice golf in a city park.

(T) *Parades and races.* For parades and races, see § [130.47](#).

(U) *Permits.*

(1) A permit shall be obtained from the City Parks, Recreation, and Natural Resources Department before participating in any organized activity.

(2) Some examples are the following Insurance requirements may apply.

- (a) Carnivals;
- (b) Community celebrations or events open to the public;
- (c) Parades;
- (d) Amplified or live music;
- (e) Large barbeques (i.e., pig roasts);
- (f) Dunk tanks;
- (g) Weddings;
- (h) Inflatables;
- (i) Car shows;
- (j) Contests and exhibitions, including, among other things, those that require exclusive use or charging admission; and
- (k) Wildlife/animals.

(3) The proposed activity or use shall not be contrary to the policies and guidelines for community use of parks and recreation rental facilities as determined by the City Parks, Recreation, and Natural Resources Department. This division (U) does not apply to city-run events.

(V) *Motorized vehicles.* It is unlawful for any person or persons to operate a motor vehicle in any area other than a street, roadway, or parking area; or operate any recreational motor vehicle in an area other than an area designated by the city. This division (V) does not apply to city employees engaged in cleaning or maintaining the areas.