



Shakopee Community Center

Facility Use Request

Shakopee Parks and Recreation

1255 Fuller Street, Shakopee, MN 55379

Phone# (952) 233-9500 Fax# (952) 233-3831

www.ShakopeeMN.gov parks@ShakopeeMN.gov

OFFICE USE ONLY

Date/Time Rec'd _____

Staff Initials _____

Date Processed _____

Staff Initials _____

Permit or Booking # _____

Contact Information

Name: _____ Birthdate: _____ E-mail _____

Organization: _____ Tax Exempt Yes (submit ST3) No Tax ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone : _____ Cell Phone: _____ Work Phone: _____

Reservation Information

Event Date: _____ Day of Week: _____ Setup Time: _____ Start Time: _____ End Time: _____ Takedown Complete: _____

Event Description: _____ # Attending: _____

| Facility Requested | Rate (per hr) | Add On Items | Rate |
|---|---------------|---|---------|
| <input type="checkbox"/> Community Room (Sun-Fri) | \$75* | <input type="checkbox"/> Coffee Pot Service (Community, Meeting, Conference rooms only) | \$30 |
| <input type="checkbox"/> Community Room (Sat) | \$100* | <input type="checkbox"/> Microphone/Speakers (Community room only) | \$25 |
| <input type="checkbox"/> Gymnasium (East) | \$50 | <input type="checkbox"/> Projector/Screen (Community room only) | \$25 |
| <input type="checkbox"/> DS Party/Meeting Room | \$30 | <input type="checkbox"/> Staff time (events on Holidays, large special events) | \$30/hr |
| <input type="checkbox"/> Pool Party Room | \$30 | Damage Deposit | |
| <input type="checkbox"/> DS Multi-Purpose Room | \$40 | <input type="checkbox"/> Refundable: Community Room (required if having alcohol) | \$500 |
| <input type="checkbox"/> US Multi-Purpose Room | \$40 | <input type="checkbox"/> Refundable: Community Room (required, no alcohol) | \$100 |
| <input type="checkbox"/> Conference Room | \$20 | | |
| <input type="checkbox"/> Ice Arena Multi-Purpose | \$40 | | |
| <input type="checkbox"/> Teen Center | \$65* | *2 hour minimum | |

Special Notes/Event Details: _____

Will a fee be charged to participants/vendors? Yes No (If yes, special use permit required)

Agreement-Signature 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

Add On Items \$ _____ + Tax 7.375% _____ = Subtotal _____ + Rental Rate \$ _____ = \$ _____
 +Refundable Deposit (Community Room rentals only) +\$ _____
 Total = \$ _____

Cash Check # _____ Visa _____ MasterCard _____ Approval _____

Credit Card # _____ - _____ - _____ - _____ Expiration Date ____/____ 3 Digit Security 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 2 weeks 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 is prohibited in the building and on grounds.
6. Renters should bring their own equipment or rent available items from the Community Center.
7. The Shakopee Community Center (SCC) operates under a zero-tolerance behavior policy.
8. 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.
Prohibited: Candles, confetti, glitter, tape, glue, nails, tacks, staples, sand, silly string, rice, flower petals, adhered items or hooks on walls, ceilings or fixtures.
9. The renter is responsible for the condition of the area used and for the supervision of the participants.
10. 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. (Supplies needed can be obtained from the front desk). Room clean up fee and/or damage deposit loss may be assessed if left in poor condition.
11. Renters may not store equipment at the Community Center unless prearranged with the Facility Staff. See #2.
12. 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.
13. 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.
14. Food and beverage may be brought in by the renter or a licensed caterer.
15. Number of guests may not exceed the posted room occupancy.
16. In some cases, staff time of \$30/hr will be added for events on Holidays.
17. The Senior Lounge area, connected to the Community Room via barn doors, is not available as part of any rental package.
18. Pool Party room rentals are subject to all rules of the aquatic center. Note parent supervision requirements. Children and adults subject to admission rate.

Payment, Refunds and Cancellations

1. Full payment is due upon reservation.
2. No-shows: Full rental fees apply, no refunds.
3. 2 weeks notice is required by the renter to be reimbursed for cancellation, minus a \$5 service fee.
4. Refundable damage deposits required with Community Room 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. Seating for about 180 with available chairs, 15 round tables and 5 rectangle tables. Max Occupancy: 191

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.

DS Party/Meeting Room: A great space for a birthday party, shower, small gathering or meeting. There is adequate counter space w electric, sink, a small fridge/freezer and tables/chairs to seat about 50.

Pool Party Room: A great space for a pool birthday party or small gathering. Tables and chairs for up to 30. 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.

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 and chairs are not available for use in this room.

US Multi-Purpose Room: A flexible multi use space on our main level. Suitable for meetings, activities or parties. Tables and chairs are available for use in this room. Ample space for 50 to be seated at tables. Tables seat 4, up to 20 tables available.

Ice Arena Multi-Purpose Room: A flexible space on the arena upper level. Suitable for meetings, activities or parties. Tables and chairs are available for use in this room. Seating for about 100. Tables seat 4, up to 25 tables available.

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

Teen Center: All ages will enjoy the fun amenities! 5 video game systems, foosball, air hockey, pool tables and more. Ideal for birthdays or groups of up to 25. Staff are present to assist with game checkout. Large events may consider adding the teen center to their Community Room rental since they are connected via barn doors.

Community Room Specific Event Planning and Regulations

Name: _____

Event Date: _____

Will this event fall within normal building hours? Yes No

- After hour events must conclude by 10 pm on Sunday-Thursday or 12 am on Friday and Saturday. Event end times may go until 10:30 pm or 12:30 am, respectively, to allow for adequate clean up. Must be included in overall rental time.
- The renter shall organize all activities to fit into the start and end rental time, including setup and takedown/clean up.
- Rental areas will not be available to the renter before or after the time specified on the rental agreement.
- Any time 'overtime' will be charged and fees taken from the damage deposit. Excess will be billed.

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

If yes, the following applies:

- No alcohol may be served after 9:30 pm on Sunday-Thursday or 11:30 pm on Fridays and Saturday.
- Service and consumption is 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.

If liquor sales will occur, specify licensed liquor caterer: _____ **Phone:** _____

- 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 sale of alcohol.

Will this event also be renting the connected teen center facility ? Yes No

- Access times may be limited and need approval of coordinator.
- This room requires a teen center supervisor on staff to be present.
- If not renting the teen center, the renter understands that the connected teen facility may be open during the community room rental. Social activity, sounds associated with gaming/movies/tv's and people traffic in the nearby hallway can be expected.
- Hallways and restrooms are non-exclusive to any rental and are open to the public.