Shakopee Community Center Facility Use Request

Please complete this form and return to the address listed below with full payment 30 days prior to rental.

Resident Rental Fee: $30.00 /per hour plus tax
Non Resident Rental Fee: $45/per hour plus tax
Civic Groups – must supply 5013c or tax exempt status Fee: $10.00/per hour
Rentals for Profit: $90.00/per hour plus tax
Rental fees are waived for Shakopee School district and City-Affiliated Sports Associations

Name _____

Complete Address _____
City ***Zip***

Organization (if applicable) _____

Date Requesting _____ **Time** _____
Date Requesting _____ **Time** _____
Date Requesting _____ **Time** _____

FACILITY REQUESTED - Rotary Room _____ **Studio Meeting Room** _____

East Gym _____ **West Gym** _____ **Fitness Studio** _____ **Other** _____

Special Needs or equipment _____

Activity _____ **Number of people attending** _____
Will a fee be charged to participants, vendors or public? _____

Home Phone _____ **Work Phone** _____ **e-mail** _____

If you will not be present to supervise this activity, list the person who will be in charge:
Name _____ **Phone H)** _____ **W)** _____

_____ **/** _____
Signature ***Date***

Resident _____ **Non-Resident** _____ **Tax Exempt #** _____

SUMMARY OF FACILITY USE RULES

1. By signing this form indicates that you have read and understand the Shakopee Parks and Recreation Facility Usage Policy.
2. Groups are responsible for their own set up.
3. The person listed on this form is responsible for the condition of the area used and for the supervision of the participants.
4. The supervisor is responsible for returning the area to the condition is which the user found it. This includes; wiping down tables and possibly vacuuming. (Any supplies needed may be obtained from the front desk). Room clean up fee of $35 may be charged.
5. Community Center equipment is not generally available for public use. Users are encouraged to bring their own equipment or rent equipment from the Community Center.
6. Users may not store equipment at the Community Center unless arrangements are made with the Manager. In any case the Community Center does not assume responsibility for any equipment left on the premises.
7. Smoking is prohibited in all City buildings and grounds. Alcoholic beverages are also prohibited.
8. 72 hour advance notice is required by user to be reimbursed for cancellations minus a $5 administration fee.
9. Failure to comply with City regulations will be cause for revocation of your use permit.

COMPLETE IF PAYING BY CREDIT CARD

CREDIT CARD NUMBER		Visa ___ MasterCard ___
Exp. Date		

Name as it appears on card:

RETURN REQUEST FORMS TO :
Shakopee Community Center
1255 Fuller Street
Shakopee, MN 55379
Phone: 952-233-9500 Fax: 952-233-3831
A permit will be returned to you as confirmation of your request.

Office Use Only

Payment Date: _____

Cash ____ Check _____ CC Auth: _____

Permit # _____