

Shakopee Community Youth Building Rental Policy

Reservations are on a first come bases and can be made at the Community Center, 1255 Fuller St.

Complete this form and return it with your payment at least 30 days prior to the rental date to the address listed above. Reservations will not be held without payment. Make checks payable to the City of Shakopee. After payment is made you will receive a reservation confirmation. Cancellations made 30 days prior to scheduled reservation will be refunded minus a \$5 service charge. No refunds for cancellations made within the 30 day period. If you have questions regarding fees, regulations, or facility contact the Shakopee Park and Recreation Office.

City ordinance prohibits the use of any alcoholic beverages or smoking on the premises of the Youth building. City ordinance also prohibits activities after 10pm.

	Res/NonRes
Full Day Weekend Rental	\$160.31/\$267.19 inc. tax
½ Day Rental Fridays Only	\$85.50/\$128.25 inc. tax
Weekday Rentals/hour (2hr min)	\$30.00/\$45.00 plus tax
Civic Groups/hour	\$10.00
Rentals for Profit/hour	\$90.00 plus tax
Room Clean Up fee	\$35.00
Additional Staff if needed	\$30.00/hour

*All rentals require a key deposit \$150 due when key is picked up
 Deposit will be returned the next working day provided the key was returned and user met the following responsibilities.*

USER RESPONSIBILITIES:

It is the responsibility of the user to make sure the facility is left in the same condition it was when you arrived. This includes the following:

- * Stack Chairs
- * Vacuum whenever necessary
- * Empty Garbage & Put bags in outside contained
- * Turn off Lights
- * Fold Table (store along walls horizontal)
- * Wipe down Kitchen Counters & Sink
- * Check restrooms
- * Check & lock all doors before leaving.

Rental Date: _____ Time: _____ # Attending _____

ACTIVITY _____

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.

 Signature of person responsible

Print Name _____

Address _____ Res. ___ Non Res ___

Street City Zip

Home Phone _____ Work-cell
 phone _____

E-mail
 address _____

Rental Fee Paid: _____ cash _____ check # _____ credit card auth # _____

COMPLETE IF PAYING BY CREDIT CARD																
CREDIT CARD NUMBER																Visa ___ MasterCard ___
Exp. Date																

Print name as it appears on card _____

Taken by: _____