Shakopee Parks and Recreation
1255 Fuller St. Shakopee, Man 55379
Phone # 233-9500 Fax # 233-3831

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.

Fee Schedule

	Res/NonRes
Full Day Weekend Rental	***$175.00 plus tax ($12.03)***
½ Day Rental Fridays Only	***$100.00 plus tax ($6.88)***
Weekday Rentals/hour (2hr min)	***$30.00/$45.00 plus tax ($2.06/$3.09)***
Civic Groups/hour	***$10.00***
Rentals for Profit/hour	***$90.00 plus tax ($6.18)***
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.

_____Date_____

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: _____