

Draft



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: _____ Start Time: _____ End Time: _____

Event Description: _____ # Attending: _____

Facility Requested	Rate	Options	Rate
☐ Community Room (Sun-Fri)	\$75/2 hr. min	☐ Coffee Pot Service (Community, Meeting, Conference rooms only)	\$30
☐ Community Room (Sat)	\$100/2 hr. min	☐ Microphone/Speakers (Community room only)	\$25
☐ Gymnasium (East)	\$50	☐ Projector/Screen (Community room only)	\$25
☐ DS Party/Meeting Room	\$30	☐ Staff time (events on Holidays, large special events)	\$30/hr
☐ DS Multi-Purpose Room	\$40	Damage Deposit	
☐ Conference Room	\$20	☐ Refundable: Community Room w/ Alcohol	\$500
☐ Teen Center	\$65/2 hr. min	☐ Refundable: Community Room Only	\$100

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

Rate \$ _____ x # Hours _____ = \$ _____ + Options\$ _____ = Rental Fee\$ _____ + Sales Tax 7.375% _____ = Sub-Total \$ _____

+ Refundable Deposit Fee (Community Room Only) \$ _____

= Total Fee \$ _____

Cash \$ _____ Check \$ _____ # _____ C C 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.
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. 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.

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.

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.

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

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 Fridays and Saturday. Event end times may go until 12:30 am to allow for adequate clean up, which must be included in the 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.

