

Shakopee Outdoor Facility Use Policy

Park, Recreation and Facilities Department
1255 Fuller Street
Shakopee, MN 55379
(P) 952-233-9500 (F) 952-233-3831

Welcome to the City of Shakopee!

City recreational facilities are available for use by community members through Shakopee Parks, Recreation and Facilities Department. Please review all the rules and policies carefully.

Facility Request Forms

All facility request must be made in writing no less than 3 weeks in advance of the event. Facility Request Forms are available at Shakopee Community Center or may be sent or faxed to you. The individual signing the Facility Request Form is responsible for all fees assessed for the event.

Facility Permits/Contracts

A Facility Use Permit will be mailed or faxed to you confirming your event. Please review the permit carefully for accuracy. A signed copy of the permit must be returned prior to your event.

The use of facilities shall be restricted to the spaces, times, equipment, and dates listed on the Facility Use Permit. All events should include enough time to allow for the set-up and clean-up of the event. Additional charges will be assessed for additional cleanup.

Insurance

The permit holder agrees to provide a certificate of insurance showing proof of general liability in the minimum amount of \$1,000,000 per occurrence. The certificate must name the City of Shakopee, its officials, agents, employees and volunteers as additional insured's. A copy of the certificate must be submitted to the Parks, Recreation and Facilities Department at least 10 days prior to the event. All insurance must be provided at the permit holders expense.

Concessions

- Tahpah Park
The Shakopee Jaycees has an annual concession agreement for the regular operations of the Tahpah Park Concession Stand. The permit holder agrees to obtain the correct state-required special event food license they need for concession operations should they choose not to contract with the Shakopee Jaycees. Special Event Food License information can be found at MN Department of Health website: www.health.state.mn.us. A copy of the required food license must be submitted to the Parks, Recreation and Facilities Department at least 10 days prior to the event. All licensees must be provided at the permit holder's expense
- Other Complexes
The permit holder agrees to obtain the correct state-required special event food license they need for concession operations. Special Event Food License information can be found at MN Department of Health website: www.health.state.mn.us. A copy of the required food license must be submitted to the Parks, Recreation and Facilities Department at least 10 days prior to the event. All licensees must be provided at the permit holder's expense.

Rental Fees:

Outdoor Facilities without lights (per facility, per day)
(ball fields, tennis courts, hockey rinks, soccer fields)

Outdoor Facilities with Lights (per facility, per date)

Schleper Stadium

(One half of fee will go to local baseball organization that is required to work the rental)

Concession Stand (per day)

Fees

\$65.00 (plus sales tax)

\$100.00 (plus sales tax)

\$1,000/day (plus sales tax)

\$65.00 (plus sales tax)

1. \$50 deposit for rental of concession stand and/or restrooms that require keys, or for rental of equipment.
2. Requests for multiple day field use will be based on the single day rate.
3. Rental fees for these facilities waived under terms of agreements with Shakopee School District and City-affiliated sports associations. Staffing costs noted below are not waived.
4. Rental fees for these facilities waived for local organizations where revenue generated from the event is reinvested in the community. Staffing costs noted below are not waived.

Staffing Costs

The City of Shakopee will be responsible for field maintenance, supplying and cleaning the restrooms prior to the tournament.

Staffing costs will be charged for maintenance required for weekend or holiday events, or where overtime is required during the week to accommodate special facility preparation requests. The following rates will be applied:

Restroom Cleaning ¹	\$25
Empty Garbage Cans	\$85
Pick up Garbage in Park ²	\$25/hour
AM Field Dragging ¹ (5 field minimum)	\$28/field per day
Additional Fields	\$18/field per day
Overtime Rate	\$65/hour

1. Required for 2+day tournament.
2. If garbage was not picked up and put in containers, the City will bill for additional time to clean the complex.

Permittee Requirements

1. Permittee agrees to re-imburse City should portable restrooms are needed for event.
2. Permittee agrees to apply to the City of Shakopee for a liquor license if any alcoholic beverages are to be sold. Contact City Clerks office at 952-233-9300.

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Group/Organization: _____

Contact Person _____ Title _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening _____

Fax _____ Email _____

Type of Event _____

Purpose _____

Complex(s) Requested _____

Facility(s) Requested _____

Will concessions be sold YES NO

Use of Field Lights YES NO

Date(s) of Use _____

Time of Use _____

Special Needs:

- All Facility Use Request should be made in writing no less than 3 weeks in advance of the event.
- Upon approval of your request, the event will be issued a Special Use Permit that details the permitted responsibilities, the City's responsibilities and applicable fees that will be charged for the event.
- To avoid charges, facility cancellations must be made 72 hours in advance of the reservation.

Call the Shakopee Parks, Recreation and Facilities Department (952)-233-9500 if you have questions about fees, regulations or facilities.

As lawful consideration for being permitted to use the facilities listed on my permit, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental might incur as the result of use of the facility listed on the permit, due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee, does not include any injuries that I or other participants at the event incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents employees, elected officials or volunteers.

With my signature, I verify I will comply with the rules listed above and I verify I have read the above release statements.

Signature of Person Responsible for Event

Date

Office Use Only

Payment Date: _____

Cash ___ Check _____ CC Auth: _____

Permit #: _____

Date Insurance Received: _____