



PARK SHELTER RESERVATION POLICY

SHAKOPEE PARKS AND RECREATION DEPARTMENT
SHAKOPEE COMMUNITY CENTER
1255 FULLER ST. S.
SHAKOPEE, MN 55379

WWW.SHAKOPEEMN.GOV

952-233-9500

RENTALS@SHAKOPEEMN.GOV

Reservations:

- Mon-Fri 8am-4pm
- Forms: In person, by mail, fax, e-mail: www.ShakopeeMN.gov/parks
- First come, first serve. All fees due at time of reservation.
- Accepted the 1st business day in January for the present year.

Key/Equipment Checkout:

- Mon-Fri 5:30am-9pm Sat 8am- 8pm Sun 10am-5pm
- Available day of the rental or by special request
- Requires \$100 refundable damage deposit
- Volleyball, horseshoes, frisbee golf discs free w/ rental

Rates and Availability

Open Air Shelter: \$75 (plus tax), May 1-September 30

Enclosed Shelter: \$95 (plus tax) + \$100 refundable damage deposit, March 1-November 30

Park Hours: 6am-10pm

Special Use Permits (required for the following):

Community events open to the public	Parades	Events charging admission
Carnival events and/or rides	Dunk Tanks	Events selling food or merchandise
Amplified or live music	Weddings	Petting Zoos
Large BBQ (i.e. pig roasts)	Inflatables	Use of animals or wildlife displays
Worship Service	Tents/Canopies	Exclusive use events
Car/motorcycle/powerd machinery displays or events	Contests and Exhibitions	

Subject to applicable special use permit fees. **Certificate of insurance** may be required.
Failure to obtain a special use permit could result in forfeiture of deposit.

Food and Merchandise Sales: May require an add'l City permit. Contact City Clerk at 952-233-9300

Tents and Canopies: Permit req'd for structures over 200 sq. ft. Contact Fire Inspector at 952-233-9575

Weather: No refunds. Staff will work with you to find an alternate date.

Cancellations: No refunds within 30 days. 30+ days will be refunded minus a \$5 service fee.

Key Return: Hourly rentals: Within 2 hours of your reservation.
Daily rentals: By 4:00 pm the following day.
Keys not returned as specified will result in loss of deposit.

Deposits: Returned by check or credited if policies, rules, key return, park hours, permit terms met.

RULES AND REGULATIONS FOR USE OF SHAKOPEE PARKS: CITY CODE CHAPTER 91

§ 91.01 PARKS DEFINED.

For the purpose of this chapter, the following definition shall apply unless the context clearly indicates or requires a different meaning.

PARK or PARKS. A park, parkway, greenway, trail, playground, greenway, athletic field, swimming pool, recreation center, or other area in the city, owned, leased, or used, wholly or in part, by the city for recreational purposes and for such uses that are normally associated with parks.

§ 91.02 ACTIVITY SCHEDULED IN PARKS.

The city parks are intended for the benefit of all. To facilitate maximum, uniform and orderly usage of park facilities, the City Parks, Recreation, and Natural Resources Department is delegated as the agency to coordinate and schedule the use of park areas and facilities.

§ 91.03 REGULATIONS.

The following regulations shall apply to all city parks unless otherwise specified.

(A) *Speed laws.* It is unlawful for any person to operate a motor vehicle in any park at a speed in excess of 15 mph except an emergency vehicle.

(B) *Parking.* It is unlawful for any person other than park personnel to park any motor vehicle in any place in a public park except in designated areas or to operate any motor vehicle in any place except on established roads, driveways, or parking areas.

(C) *Hours.* It is unlawful for any person to be or remain in any park between the hours of 10:00 p.m. and 6:00 a.m. except those who, without delay, are traveling through the parks on established walks, paths, or streets, or are in activities that have been scheduled through the Parks, Recreation, and Natural Resources Department. Overnight parking in any park is prohibited without specific approval from the City Parks, Recreation, and Natural Resources Department or the City Police Department.

(D) *Camping.* No person shall set up tents, shacks, or any other temporary shelter, nor shall any person leave in any park after closing hours any movable structure or special vehicle such as a house trailer, camp trailer, camp wagon, or the like, without permission of the Parks, Recreation, and Natural Resources Department.

(E) *Building of fires.* It is unlawful for any person to light or make fires in any park except in places and in containers intended for such purposes. This division (E) does not apply to city employees engaged in cleaning, maintaining the areas, or special events.

(F) *Firearms or bow and arrows.* It is unlawful for any person or persons to discharge any firearm in a park without first securing specific approval from City Parks, Recreation, and Natural Resources Department and a permit from the Chief of Police. This division (F) shall not apply to the use of a bow and arrow in a range authorized by the Council.

(G) *Littering.* It is unlawful for any person to cast, deposit, throw, lay, place, or scatter any lighted or unlighted cigars or cigarettes, chewing gum, chewing gum wrappers, glass, bottles, cans, nails, wire, crockery, or other sharp or cutting substances, or any refuse matter of any kind anywhere, except in refuse containers provided for this purpose. Live charcoal coals and ashes shall be deposited only in containers designated for this purpose.

(H) *Swimming and bathing.* Swimming and bathing will be permitted only in designated and posted areas.

(I) *Dangerous games.* It is unlawful for any person to play any game dangerous to the welfare of other persons and property excepting in areas provided for this purpose.

(J) *Vandalism.* It is unlawful for any person to write upon, skate upon, mark, destroy, or otherwise deface in any way any property or thing pertaining to or in said parks. It is also unlawful for any person to paste or affix or inscribe any handbill or poster on any structure or property within any park or on any road or roadway adjacent thereto, or to break, cut, mutilate, injure, remove, or carry away any tree, plant, flower, shrub, rock, soil, or any other park property except in the case of city personnel engaged in maintenance and development thereof.

(K) *Control of pets.* Except as otherwise allowed in a city-approved off leash dog park, no pets shall be allowed in any park except when they are under control on a leash or confined. It is unlawful for any person to ride a horse or other animal within a city park, or to disturb or interfere with any wildlife. The person having control of the leashed pet shall immediately remove any feces left by the pet. The person in control of the pet must have in their possession equipment for picking up and removing the feces.

(L) *Sales; solicitation; advertising.* It is unlawful for any person or persons other than city personnel to solicit, sell, or offer any article, product, or service in any park without a permit from City Parks, Recreation, and Natural Resources Department.

(M) *Tennis courts.* It is unlawful for any person to ride bicycles, scooters, skateboards, rollerblades/skates, or any other vehicle on the tennis court or drive them thereon or use the courts for any other purpose than playing tennis without specific permission from City Parks, Recreation and Natural Resources Department.

(N) *Ice skating rinks.* Ice hockey will only be permitted on rinks posted for hockey. No hockey sticks or pucks, sleds, or toboggans shall be allowed on any other park rink. No vehicles of any kind excepting those used by city personnel will be allowed on any skating area.

(O) *Alcoholic beverages.* It is unlawful for any person to serve, possess, or consume liquor except beer or wine (included in this exception is beer which contains in excess of 3.2% of alcohol by weight) in any area of a city park except in a picnic, grandstand, or shelter area or where permission has been specifically granted or licensed by the Council; to possess a beer keg or serve or consume beer from a beer keg unless a special permit has been obtained from the Parks, Recreation, and Natural Resources Department.

(P) *Wildlife.* It is unlawful for any person, except authorized city personnel, to kill, hunt, trap, pursue, catch, or remove any wildlife, other than fish, except as may be authorized through a permit.

(Q) *Structures.* It is unlawful for any person to construct or place any type of structure including but not limited to, trampolines, deer stands, ground blinds, playhouses, treehouses, temporary storage buildings, motorcycle or bicycle launches, temporary shelters, tents, or other such devices upon park land without a permit.

(R) *Encroachments.* It is unlawful for any person to encroach on park property with such items as fences, gardens, lawn/yard waste, other personal property, or to disturb the natural landscape, vegetation, or structures on park property or otherwise use park property for private use. All setbacks and other local zoning regulations are in effect and apply against properties adjacent to city parks as they would be against property adjacent to private property.

(S) *Golf.* It is unlawful for any person to drive, putt, or in any other manner, play or practice golf in a city park.

(T) *Parades and races.* For parades and races, see § [130.47](#).

(U) *Permits.*

(1) A permit shall be obtained from the City Parks, Recreation, and Natural Resources Department before participating in any organized activity.

(2) Some examples are the following Insurance requirements may apply.

(a) Carnivals;

(b) Community celebrations or events open to the public;

(c) Parades;

(d) Amplified or live music;

(e) Large barbeques (i.e., pig roasts);

(f) Dunk tanks;

(g) Weddings;

(h) Inflatables;

(i) Car shows;

(j) Contests and exhibitions, including, among other things, those that require exclusive use or charging admission; and

(k) Wildlife/animals.

(3) The proposed activity or use shall not be contrary to the policies and guidelines for community use of parks and recreation rental facilities as determined by the City Parks, Recreation, and Natural Resources Department. This division (U) does not apply to city-run events.

(V) *Motorized vehicles.* It is unlawful for any person or persons to operate a motor vehicle in any area other than a street, roadway, or parking area; or operate any recreational motor vehicle in an area other than an area designated by the city. This division (V) does not apply to city employees engaged in cleaning or maintaining the areas.

(2013 Code, § 14.03) (Ord. 73, passed 9-10-1981; Ord. 202, passed 7-1-1986; Ord. 862, passed 12-27-2012) Penalty, see § [91.99](#)