



PARKS AND RECREATION DEPARTMENT
PICNIC SHELTER RESERVATION POLICY

1. Picnic Shelters are available May 1 through September 30 weather permitting. Shakopee picnic areas and shelters are open daily at 6am and close at 10pm.
2. **Requests for reservations will be accepted for the ensuing year beginning the first business day in January. Reservations will be accepted on a first-come-first-serve basis. Fee must be received before reservation is accepted. No phone requests to hold a shelter will be honored.**
3. Reservations for picnic shelters can be made at Shakopee Community Center, Parks and Recreation Department, 1255 Fuller Street, Shakopee MN. (952-233-9500) weekdays from 8am – 4pm.
4. Special use permits will be required for pig roasts, carnival events and/or rides, dunk tank, wedding ceremony, worship service, car, motorcycle or power operated machinery display, DJ or live music. A special use permit would also be required for any event that will be open to the public, whether or not admission was charged.
5. Any event where food or merchandise is being sold requires an additional permit from the City of Shakopee. For further information contact the City Clerk at 952-233-9300.
6. A temporary structure permit is required for any tents or canopies over 200 square feet. For further information contact Fire Inspector, Tom Pitschneider at 952-233-9575.
7. A certificate of insurance will be required for events open to the public. A certificate of insurance may be required for any special use permit depending on the activity.
8. No refunds will be given due to weather conditions. Cancellations made 30 days prior to your reservation will be refunded minus a \$5 service charge. No refunds for cancellations made after the 30 day period.

Volleyball, Horseshoes, Frisbee Golf Discs available FREE – returnable deposit required.

All keys and/or equipment rental require a \$50 returnable deposit and must be returned within 72 hours of your reservation or your deposit will not be refunded.

Reservations at Holmes, Scenic Heights and Hiawatha Parks require facility keys.

Keys and equipment are available at:

**Shakopee Community Center, Parks and Recreation Department
1255 Fuller St.
Shakopee, MN 55379**

Office Hours: Monday-Friday 6am-9pm
Saturday 8am- 8pm
Sunday 10am-5pm

MEMORIAL PARK – 1801 E. Hwy 101

Shelter #1 - east end of park Shelter #2 - west end of park

- 2 open air shelters, 1 w/electricity
- Restrooms
- Horseshoe Pits
- Volleyball Court
- Playground
- Grills
- Trail



Shelters have 10 to 12 picnic tables, capacity of approximately 150-200. If your event or picnic is in excess of 200, you may be asked to rent both shelters. Shelter #1 no electric. Shelter #2 electric outlet is located on a pole at the north end of shelter. You will need to furnish your own extension cords. Restrooms are located in the center of the park adjacent to the Chamber of Commerce building. Restrooms are open 8am –10pm on a daily basis. Playground equipment and horseshoe pits are available.

LIONS PARK – 1101 Adams St.

Shelter #1 - south end of park

Shelter #2 – east side of pk by fence

- 2 open air shelters w/electricity
- Restrooms
- Horseshoe Pits
- Sand Volleyball Court
- Playground
- Grills
- Trails
- Tennis Courts
- Disc Golf
- Shuttle Board Court



Shelters have 10 to 12 picnic tables, capacity of approximately 150-200. If your event or picnic is in excess of 200, you may be asked to rent both shelters. Shelters #1 electric outlets are located in the rafters on the east side. Shelter #2 electric outlets are located in southeast corner in the rafters. Restrooms are located in the center of the park. You will need to furnish your own extension cords. Playground equipment is available. The park also has a sand volleyball court, tennis courts, horseshoe pits, Frisbee golf course and a basketball court.

HOLMES PARK – 628 4th Ave W. Facility key needed

- Picnic Shelter w/electricity
- Restrooms
- Horseshoe Pit
- Basketball Court
- Playground
- Grills

Neighborhood park, limited to picnics or events of 50 or less. Restrooms are located inside the building. Electricity is available. Horseshoe pits and playground equipment are available. Use the 4th Avenue entrance.



PARKING: Please ask your guests to park their cars along the park side of street. Do not use the residential side of the adjacent streets. If more than 50 people are expected, we encourage you to consider reserving a larger shelter where adequate parking is available. Do not park on the grass.

HIAWATHA PARK – 625 7th Ave E.

Facility key needed

- Picnic Shelter w/electricity
- Restrooms
- Basketball Court
- Playground

Neighborhood park, limited to picnics or events of 50 or less. Restrooms are located inside the building. Electricity is available. Playground equipment and basketball court are available.



PARKING: Please ask your guests to park their cars along the park side of street. Do not use the residential side of the adjacent streets. If more than 50 people are expected, we encourage you to consider reserving a larger shelter where adequate parking is available. Do not park on the grass.

SCENIC HEIGHTS PARK - 1195 Ruby Lane

Facility key needed

- Picnic Shelter w/electricity
- Restrooms
- Horseshoe Pit
- Sandy Volleyball Court
- Basketball Court
- Playground
- Grills

Neighborhood park, limited to picnics or events of 50 or less. Only 20 parking spaces available. Restrooms are located inside the building. Electricity is available. Playground equipment, volleyball, basketball and horseshoe areas are available.





RULES AND REGULATIONS FOR USE OF SHAKOPEE PARKS

Shakopee park hours are 6AM to 10PM.

1. **PARKING: Please park in the parking lot only. Do not park on the grass or drive on park trails.**
2. Groups will use only those areas designated for group picnics. Facilities such as the horseshoe pits, volleyball courts and softball fields may be available.
3. Groups will be responsible for the trash bags and making sure the picnic area is cleared of trash before leaving their picnic area.
4. Park Equipment: such as picnic tables, benches will remain in their present locations.
5. Responsible group member is responsible for controlling all members of said group. Any violations to City of Shakopee ordinances will result in immediate cancellation of the rental contract and the group will be removed from City of Shakopee property.
6. Intoxicating Liquor is prohibited. Beer (cans only) may be consumed in city parks in the shelter area only.
7. **NO GLASS containers of any type will be allowed on park property.**
8. Fires are allowed only in designated areas. Fires must be completely extinguished before leaving the area.
9. Control of Pets: 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 except on designed trails. Animals shall not disturb or interfere with any wildlife.