

SHAKOPEE POLICE DEPARTMENT TRAINING/COMMUNITY ROOM USAGE POLICY

Groups or individuals interested in reserving or renting the Shakopee Police Department Training/Community Room may do so by contacting the Shakopee Police Department at **(952) 233-9400**. Reservations should be made 30 days in advance. Fees may be assessed according to the following criteria:

PRIORITY USAGE AND FEE STRUCTURE

1. The City of Shakopee has priority over any organizations or private groups, as described below, to reserve the room on any given date. The city also reserves the right, in exigent circumstances, to remove reservations for the room so that it may be used for public safety purposes.
2. Organizations that are classified as: agencies that hold joint powers agreement with the Shakopee Police Department, government entities, quasi-public, youth-serving organizations, civic and service organizations, fraternal organizations, religious groups for non-worship activities, and local political caucuses may use the Training/Community Room at no charge.
3. Private groups that are classified as: individuals, private agencies, businesses, companies, and vendors may rent the Training/Community Room based on the resident and non-resident fee schedule listed below.
4. **FUNDRAISING CLAUSE:** Groups listed under categories 2 and 3, who wish to use the Training/Community Room for fundraising events or activities, will be assessed the rates for Non-Resident Private Groups as listed below.

Organizations	<input type="checkbox"/> \$0 cost
Private Groups (Resident)	<input type="checkbox"/> \$50 first hour <input type="checkbox"/> \$25 each additional hour
Private Groups (Non-Resident)	<input type="checkbox"/> \$75 first hour <input type="checkbox"/> \$35 each additional hour

NOTE: The Shakopee Police Department reserves the right to suspend or revoke any organizations/private group's privilege to reserve the room based on whether the room is not cleaned/returned to its original state or if conduct is deemed inappropriate.

SHAKOPEE POLICE DEPARTMENT TRAINING/COMMUNITY ROOM USAGE REQUEST

Please complete this form and return it to the Shakopee Police Dept., 475 Gorman St., Shakopee, MN 55379. Phone: 952-233-9400 Fax: 952-233-3811

Name of Organization or Group: _____

Contact Name: _____

E-Mail Address: _____

Address: _____

City: _____

Zip: _____

Contact Phone Number: _____

Activity: _____

Number of People Attending: _____

Activity Date: _____

Activity Time (starting and ending): _____

If you will not be present to supervise this meeting, list the name of a contact who will be attending:

Contact Name: _____

Contact Phone Number: _____

Additional Information (if needed): _____

Summary of facility usage rules:

1. Groups are responsible for their own setup.
2. The contact listed on the form is responsible for the condition of the area and the supervision of the participants.
3. The contact is responsible for returning the room to its original condition.
4. Groups may not store equipment or food/beverages in the room unless arrangements have been made with Shakopee Police Department personnel.
5. Smoking is prohibited in all city buildings.
6. Failure to clean/return the room to its original state or conduct that is deemed inappropriate may be cause for suspension or revocation of your future privileges to use the room.

I, the undersigned, hereby accept responsibility for the meeting listed, and all its participants and any others present. The undersigned agrees to defend, indemnify, and hold the City of Shakopee harmless from and against all claims, losses, and liabilities arising out of personal injury and/or damage to property relating to the use of the Training/Community Room.

Signature of Contact _____

Date _____