REGISTRATION POLICIES

Shakopee Parks and Recreation Department | 1255 Fuller St. S. Shakopee, MN 55379
PHONE: 952-233-9500 | FAX: 952-233-3831 | TTY: 952-496-4122

REGISTRATION DEADLINES

Registration deadlines are established for each class to help provide a positive experience for recreation program participants by ensuring appropriate staffing, supplies and facilities to meet the registration needs. Please refer to the program descriptions for each program's registration deadline. If no registration deadline is listed, the deadline is seven days before the program begins.

YOUTH ASSOCIATIONS SPECIAL REGISTRATION DATES

Most youth athletic associations have specific dates for registration. Please check individual program information to ensure you register correctly. The Shakopee Community Center does not accept registrations for youth associations.

NON-RESIDENT FEE POLICY

All participants living outside the city limits of Shakopee (Jackson Township, Louisville Township, ISD #720, and other surrounding communities) must pay a $10 non-resident fee for each program.

This amount is per participant per class and must be paid when registering. Non-resident fees are not applicable to one day events, field trips, youth associations or adult athletic leagues.

Jackson and Louisville Township resident registrations: The amount due will be listed based on your residency. The $10 will be paid by the township at the end of the year. If it is not correct, please call our office at 952-233-9500.

I have a Shakopee address. Why am I not considered a resident?
Even though your mailing address is Shakopee, you reside in a township or adjacent town. Your tax dollars are not directed to the municipality of Shakopee. School District boundaries and city boundaries are not the same.

Why does a non-resident have to pay more than a resident?
Residents within city limits have a portion of their tax dollars support city services. Slightly higher fees for non-residents are intended to keep the financial aspect fair.

HOPE SCHOLARSHIP PROGRAM

Financial aid for qualifying residents with financial limitations is available. For more information please contact the department at 952-233-9505, Monday–Friday from 8 a.m.-4 p.m. Applications are valid from Sept. 1-Aug. 30. Requests must be made one week before you plan to register.

FREQUENTLY ASKED QUESTIONS

How do I know I'm in? Will I receive confirmation?
You can assume you are in the class you registered for unless you receive a call to the contrary. We will call you only if:

- The class you chose has reached its registration limit and you were placed on the waiting list.
- Your second choice was processed.
- Your registration form is incomplete.

Can I transfer to another class?
We will make every effort to accommodate your request to transfer to another class; however, that may not always be possible.

There is a $5 service fee charged on all class transfers that needs to be paid at the time of request. We appreciate your understanding when we are not able to accommodate cancellations, transfers or registrations after the registration deadlines.

Do programs have a waiting list?
Due to facility space and staff limitations, many classes have registration limits. When classes have reached their maximum registration, a wait list will be started.

If an opening becomes available due to a cancellation, it will be offered to the first/next person on the waiting list until the opening is filled.

Every effort will be made to create additional class sessions and you will be contacted if your registration is able to be accommodated.

Once the class begins, if we have been unable to accommodate you, we will return any fee(s) paid.

What is your refund policy?
Registration fees for programs canceled by the Parks and Recreation Department receive a full refund. If you cancel your registration before the registration deadline, we will refund your registration fee, minus a $5 processing fee. No refunds will be given if a cancellation is requested after the registration deadline.

What happens if I miss a class?
Make-ups for individual missed classes will not be accommodated.

INCLUSION POLICY

The City of Shakopee is dedicated to providing:

- Opportunities for everyone to be a valued customer and welcomed participant in programs, regardless of ability.
- Reasonable accommodations as needed.
- The same choices and opportunities that other residents have.

INCLUSION PROCESS

Register for the desired program and indicate the participant's special need on the registration form.

Contact Nate Burkett at 952-233-9310 three weeks prior to the start of the program to discuss strategies for inclusion and for staff to gather information about the participant. You may be asked to complete a confidential intake assessment in order for staff to gain appropriate information about the participant's abilities.

PHOTO/VIDEO POLICY

Periodically, we take pictures or video participants in various Parks and Recreation Department programs, special events or people enjoying the parks.

Note: These photos may appear in any city publication, third-party media outlet or in promotional and marketing materials. Participation in or attendance at programs or events sponsored by the city constitutes voluntary consent. More information is available at www.ShakopeeMN.gov/communications.

DATA PRIVACY & LIABILITY WAIVER

The Data Privacy Act requires we inform you of your rights about the private data we are requesting on our forms. Private data is available to you but not to the public. The information you provide will be made available to city staff persons in the Parks and Recreation Department, other program participants, the city's insurer and attorney, and to the coach, supervisor or instructor of the activity, who may be a city employee or volunteer. You can withhold this data, but we may not be able to complete your registration and/or you may not receive updated program information.

As lawful consideration for being permitted to participate in the City of Shakopee Parks and Recreation Department program listed above, I agree that the City of Shakopee, School District #720, and/or City Affiliated Athletic Associations shall be held harmless and exempt from liability for any injury or disability which I or the participant of the program listed above might incur as the result of participation in the program, due to the passive or active negligence of the City, School, Association, its agents, employees, elected officials, or volunteers. This release of liability of the City of Shakopee, School District #720, and/or City Affiliated Athletic Associations does not include any injuries that I or the participant of the program incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, School District #720, and/or City Affiliated Athletic Associations, its agents, employees, elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participant of the program.