

November 14, 2023

Dear Passport to Fun Participant,

The Eden Prairie Community Center is now accepting applications for the 2024 fee reduction program. 2023 Passport to Fun approval will expire on December 31st.



City of Eden Prairie
Community Center
16700 Valley View Road
Eden Prairie, MN 55346
952-949-8470
edenprairie.org

Participants approved for the Passport to Fun program will receive the following:

- Access to Open Swim, Lap Swim, and Tot Time Swim (includes access to locker room);
- Access to Open Skate (including free skate rental);
- Access to Open Gym and Open Pickleball;
- 50% off Daily Usage fees (includes access to the fitness center);
- 50% reduction on all recreation programs or specialty fitness classes priced \$10.00 or more.

Note that there is a \$200 discount limit per participant for 2024. Participants who reach this limit will be notified via email.

Not included – access to fitness center (may purchase a day pass for half off), private lessons and personal training, supply fees (includes art supplies and meals for camps), facility or court rental, racquetball, special events, birthday party packages, league registrations, senior discounts, senior coach trips, annual and monthly memberships, garden plots, play care, play structure, and any class under \$10.

To be approved for the program, participants must meet two criteria:

- Receive on-going financial assistance based on income,
- Live or work in Eden Prairie.

Financial Assistance:

Current (<1 year old) proof of financial assistance for each person on the application must be provided. Acceptable forms of proof are:

- Free/Reduced school lunch letter (preferred);
- County financial assistance, such as SNAP or Medical Assistance (make sure names are listed);
- Income based Social Security, such as Social Security Disability or Supplemental Security Income.

Note that Social Security Benefits due to retirement **does not** qualify.

Residency:

In addition to proof of financial assistance, the applicant must either live or work in Eden Prairie. Proof of residency or local employment is required. Note that if the proof of need submitted does not indicate the current address, other forms of proof of address must be submitted along with the application. Attending school in Eden Prairie **does not** satisfy the residency requirement.

Please note that proof of address is required for all the adults on the application. The application **will not be approved** without address documentation for all adults. Only two adults are allowed on a single application. An adult is defined as 19 years of age or older.

How to Apply:

1. Fill out the attached application. It is crucial that you complete all information, including entering a **valid email address** and birthdates for all participants. Note that participants are notified of approval via email. In addition, if more information is needed it will be requested via the email address on the application as well.
2. Attach proof of address for primary and secondary adults and children on the application if they are not listed on the current proof of financial need.
3. Attach current proof of financial need and proof of residency/Employment.
4. Sign the code of conduct. Any participant that is able to sign their name must sign this form.
5. Drop off the completed application at the EPCC front desk or email it to Christina Meierhofer at cmeierhofer@edenprairie.org.
6. An email will be sent to the email address that is listed on the application once the application is approved and processed or if more information is needed.

A couple other things to note:

1. If registering for classes, applications should be submitted prior to the registration start dates.
2. Payments made before approval will not be refunded or prorated.
3. All remaining balances must be paid at the time of registration.
4. Participants are able to register for classes online. The fee reduction will automatically be applied when an item is added to the shopping cart.
5. Cancellations that occur after the registration deadline will be charged a \$5 processing fee.
6. If there is an outstanding balance on your account, your application will not be considered until the balance is paid.

We are happy you are choosing to participate in our discount program and look forward to seeing you!
Please do not hesitate to call or email with questions.

Christina Meierhofer

Accounting Specialist

Eden Prairie Community Center

📍: 16700 Valley View Road | Eden Prairie, MN 55346

☎: 952-949-8320; ✉: cmeierhofer@edenprairie.org

HHID #

Passport To Fun Application 2024

City of Eden Prairie
Parks and Recreation
16700 Valley View Road
Eden Prairie • MN • 55346
952-949-8470 • edenprairie.org



Process

1. Indicate all individuals requesting assistance on this form.
2. Attach Proof of Need (less than 1 yr old) for **all** individuals on application.
3. Attach Code of Conduct.
4. Submit to cmeierhofer@edenprairie.org or drop off at community center front desk.
5. Receive notification **email** within two weeks.

Application Deadline

Submit prior to registering for a class. The application must be approved **before** enrolling.

Primary & Secondary Adult Information

Primary Adult - First Name _____ Last Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email Address (Required) _____ Gender _____ Birthdate _____

Secondary Adult—First Name _____ Last Name _____ Gender _____ Birthdate _____
(Note proof of address and/or separate proof of need must be submitted or the secondary adult **will not** be approved.)

Youth Participants (18 Years of Age or Less)

First Name _____ Last Name _____ Birthdate _____ Gender _____

First Name _____ Last Name _____ Birthdate _____ Gender _____

First Name _____ Last Name _____ Birthdate _____ Gender _____

First Name _____ Last Name _____ Birthdate _____ Gender _____

Documentation

Please attach **current** (<1 year old) documentation from one of the following:

- School Free or Reduced Lunch Program Letter
- Proof of County Financial Assistance (SNAP or Medical Assistance)
- Income based Social Security (i.e. Disability or Supplemental; Retirement Benefits **do not** qualify).

Please attach **current** documentation for Secondary Adult if applicable:

- Proof of address and/or need for secondary adult.

Residency Requirement:

- Eden Prairie Resident (must present proof if not listed on proof of need documentation)
- Work in Eden Prairie (must present proof of local employment)

Signature

To the best of my knowledge all the information provided on my application is accurate and complete.

Primary Adult Signature _____ Date _____

FOR OFFICE USE: Accepted by _____ Date ____/____/____ Processed by _____

Attached: Proof of Need Proof of address/need for Secondary Adult Code of Conduct Proof of Employment

Approved Denied because of: _____

Passport to Fun 2024

Eden Prairie Community Center Code of Conduct



Purpose: The health, safety and well-being of every patron utilizing the Eden Prairie Community Center is our primary objective. Respect for the Eden Prairie Community Center staff, patrons and the facility is paramount.

Policy: The Eden Prairie Community Center shall enforce a zero-tolerance policy with regards to negative participant conduct while on site, including, but not limited to, smoking, profanity, rowdy or disruptive behavior, fighting, mischief, and alcohol/drug/other substance use or possession. The Eden Prairie Community Center staff shall be the sole judge of what constitutes negative conduct and behavior covered by this policy. The Eden Prairie Community Center is a family-based facility and all participants will be expected to govern themselves accordingly.

- Follow all rules and policies of the Eden Prairie Community Center.
- Follow the "Behavior Guidelines: Verbal Abuse" policy. (www.edenprairie.org/communitycenter/about/policies)
- Take direction from city staff.
- Refrain from causing bodily harm and unwanted contact to self, others and city staff.
- Refrain from damaging equipment, supplies or facilities.
- Refrain from behaving in a way that may constitute a danger to yourself or others, or lead to a hostile environment.
- Only access areas of the Eden Prairie Community Center which this program provides access to.

The Community Center staff shall be the sole judge of what constitutes inappropriate conduct and will involve the Eden Prairie Police Department when necessary. Consequences of inappropriate conduct and violations of this code of conduct may include but are not limited to:

- Participant will be removed from the building for the day.
- Participant will have their Passport to Fun account suspended for 30 days. At the conclusion of the 30 day suspension participant and a parent/guardian can meet with Community Center Management to discuss reinstating the Passport to Fun access.
- Participant will have their pass permanently canceled.

Involuntary Suspension or Termination: The EPCC may suspend or terminate a Passport to Fun account at any time and without notice for the reasons including but not limited to those listed in this document. A suspended or terminated Passport to Fun participant will not have free access to any Open activities. In extreme or repeated cases of inappropriate behavior the Eden Prairie Community Center reserves the right to involve Eden Prairie Police.

I understand that Passport to Fun provides me free access to:

- Open Swimming, Gymnasium and Skating.
- Basketball check-out with a valid Passport to Fun card.
- Rental Skates for use during Open Skating.

I understand that Passport to Fun **DOES NOT** provide me access to:

- Community Center Locker Rooms; with the exception of open swim attendees.
- 2nd Floor of the Community Center – Fitness Floor; with the exception of a purchased day pass.

By signing below, I understand and agree to adhere to the Code of Conduct.

Primary Adult Signature

Date

Secondary Adult Signature

Date

Youth Participant Signature

Date

Youth Participant Signature

Date

Youth Participant Signature

Date

Youth Participant Signature

Date

Minors: A person under eighteen (18) years of age may not become a Passport to Fun Participant without permission of his or her parent or legal guardian. If a Passport to Fun Participant is under the age of eighteen (18), Passport to Fun Participant's parent or legal guardian must agree to the terms and conditions of this Agreement and execute the Agreement on Passport to Fun Participant's behalf.

Non-Discrimination: It shall be the policy of the EPCC to accept applications for Passport to Fun from any individual, couple or business of good character and responsible credit background without regard to race, creed, color, gender, age, marital status, sexual orientation, status to regards to public assistance, disability or national origin.