



CITY OF BELLEVUE
Parks & Community Services Department

FACILITY USE
REQUEST FORM

ORGANIZATION: _____
MAIN CONTACT: _____
ADDRESS: _____
CITY: _____
STATE: _____ **ZIP:** _____
EMAIL: _____
ALTERNATE CONTACT NAME: _____
EMAIL: _____

TODAY'S DATE: _____
NON-PROFIT ID #: _____
WORK PHONE: (____) ____ - ____ ; ext. _____
HOME PHONE: (____) ____ - _____
CELL PHONE: (____) ____ - _____
CELL PHONE: (____) ____ - _____

NAME OF FACILITY: _____

ROOM: _____

DATE(S) REQUESTED: _____
(Attach separate sheet if needed)

TIME REQUESTED: _____ **TO** _____
(Include setup, take-down, & cleanup)

TOTAL HOURS: _____

TYPE OF ACTIVITY: _____

IS THE EVENT? Private (one in which you have a specified guest list and know who is attending) or
 Public (one to which the general public is invited through word-of-mouth, flyers, or media advertising)

ANTICIPATED MAXIMUM ATTENDANCE? Total: _____ By Age Groups: ADULTS _____ CHILDREN _____

AGREEMENTS

The undersigned hereby makes application to City of Bellevue for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies and procedures of the City of Bellevue & Parks & Community Services Department. The applicant assumes responsibility for the conduct of his or her guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period.

I have read, understood, and agree to comply with all procedures in the City of Bellevue's Facility Rental Guidelines and the Supplemental Form documents for the facility I am requesting to use. I further certify that I am 21 years of age or older.

SIGNATURE (REQUIRED): Main Contact: _____ Date: _____

In lieu of my signature, I certify that I have an account with Bellevue Parks & Community Services and that by providing my Bellevue Parks & Community Services Client ID# _____ I am acknowledging I am the holder of the account and agree to all the terms listed above.

In addition to this form, complete and submit Rental Fee Calculation Worksheet below, Facility Use – Supplemental Form, City of Bellevue Credit Card Authorization Form (if applicable). For additional information refer to the "Facility Rental Guidelines" document and the rental packet for the specific site.

MAILING ADDRESS:

City of Bellevue
Parks & Community Services
Attn: Rentals at Select from the dropdown List
PO Box 90012
Bellevue, WA 98009-9012



RENTAL FEE WORKSHEET

Complete this worksheet to determine the approximate cost of your rental.
Contact facility staff if you need assistance.

IS YOUR EVENT DATE WITHIN THE NEXT 30 DAYS?

Total payment, plus applicable security deposit, is due when you submit your paperwork.

IS YOUR EVENT DATE MORE THAN 30 DAYS AWAY?

When you submit your paperwork, please pay the amount below (the remainder is due 30 days prior to your event).

HOURLY RENTAL FEE: \$ _____ x # of hours: _____ = \$ _____

OTHER FEES, if applicable:

• RENTAL MONITOR FEE: **\$ 15.00** x # of hours: _____ = \$ _____

• CATERING FEE: **\$50/event** = \$ _____

• EQUIPMENT RENTAL FEES: (specify equipment) _____ = \$ _____

TOTAL: \$ _____

Divide by 2 for
AMOUNT DUE NOW: \$ _____

PAY THE REMAINDER, PLUS APPLICABLE SECURITY DEPOSIT (BELOW), 30 DAYS PRIOR TO YOUR EVENT DATE

REMAINDER OF RENTAL FEES: \$ _____

SECURITY DEPOSIT: \$ _____

TOTAL AMOUNT DUE 30 DAYS PRIOR TO EVENT DATE: \$ _____

SECURITY DEPOSIT:

- \$ 50 Non-Social Event with Rental Monitor
- \$200 Non-Social Event with Key Checkout
- \$ 50 Small Social Event (50 people or less) without Alcohol
- \$250 Social Event (51 people and up) without Alcohol
- \$200 Large Athletic Event (100 people or more)
- \$500 Social Event with Alcohol

ADDITIONAL FEES & PAYMENT INFO

Additional fees may be incurred for cancellations, changes to rental time, additional cleaning, and repairs required that exceed the security deposit amount. We accept cash, checks, VISA, and MasterCard. Requests received less than 14 days prior to event must pay in the form of cash, Visa or MasterCard. Please make checks payable to *City of Bellevue*.