



BUILDING USE APPLICATION PTSA ONLY

12037 NE 5TH Street
Bellevue, WA 98005
425-456-4500

Email: BSDfields_FAC@bsd405.org
(incomplete application(s) will be returned)

Applicant Information

Name or
Organization
To Be
Invoiced::

Date: _____

Person Responsible: _____

Billing
Address:

City

State

ZIP Code

Phone: _____ Email: _____

Are you a non-profit organization? ☐ Yes ☐ No If yes, please provide your UBI #: _____

Primary Use: ADULT ☐ YOUTH ☐ % of BSD Students _____ Anticipated Attendance: _____

School Information

School/Location Requested: _____

Rooms Needed: (please check all that apply)

- ☐ MS/ES Classroom How Many? _____ ☐ MS/ES Commons/Cafeteria ☐ MS Stage
- ☐ MS/ES Large Gym ☐ MS Aux Gym ☐ MS/ES Library ☐ Parking Lot
- High School Theater: ☐ Bellevue HS ☐ Interlake HS ☐ Sammamish HS ☐ International
- ☐ Classroom How Many? _____ ☐ Dressing Room ☐ Ticket Booth ☐ Front Lobby
- ☐ Lobby/Commons

Dates: _____

Day(s) of the Week: (circle all that apply) M T W T F SA SU

Time Entering Building: _____ Time Leaving Building: _____

Event Start Time: _____ Event End Time: _____

Description of Event and let us know if you plan to bring outside food vendor truck: _____

Will food/beverages be served at this event?

☐ Yes

☐ No

If yes, what time will food/beverage be served: _____

Payment Information

**Bellevue School District accepts the following forms of payment for processing fees and rental fees:
Cash, Credit Card, and Checks**

If less than \$300, please submit to the Scheduler at the School of Choice, if more than \$300, you will be invoiced. For rentals more than \$1,000, you will be required to pay a 50% deposit to hold your rental.

Requirements

FEES: A \$20 non-refundable processing fee will be invoiced. For information on the Building Use Fee Schedule, please go to <http://www.bsd405.org/departments/facilities/use/>. Checks shall be made payable to: Bellevue School District No. 405. Please indicate the school and application number on the check. **Charges for site supervisor(s) for your event will be included. An estimate of fees will be sent along with a signed building use application when your rental is confirmed.**

Hold Harmless and Liability Insurance/Certificate of Insurance: A Certificate of Insurance and an Additional Insured Endorsement Form, with Bellevue School District No. 405, its directors, officials, employees, and volunteers are to be covered and named as an additional insured, on the Commercial General Liability policy with respect to liability arising out of the operations of the insured. Proof of insurance coverage should be provided on the Certificate of Insurance, and proof that “**Bellevue School District No. 405, its directors, officials, employees, and volunteers**” should be provided on the Additional Insured Endorsement. The address to be noted on the certificate of insurance should be 12111 NE 1st St., Bellevue, WA 98005. **Blanket and general endorsements are not accepted by the District.**

The Certificate of Insurance should acknowledge the hold harmless agreement stated below and the liability insurance requirement shall be provided to the District three weeks prior to the scheduled use of the facilities/fields. **User(s) shall agree to defend, protect, and indemnify for costs, legal, and any and all other expenses or damages and to hold harmless the District, its officers, employees, agents, and directors, from any and all claims, liabilities, or suits arising directly or indirectly out of user's use of the synthetic fields, and related or adjacent facilities. User(s) shall obtain liability insurance for no less than \$1,000,000 combined single limit bodily injury and property damage. Failure to provide this certificate shall result in cancellation of the field use and forfeiture of any deposit.**

Cancellations: Building use cancellations must be in writing seventy-two (72) hours in advance of the scheduled use to be eligible for a refund or fee adjustment.

Hours: Evening use of school facilities shall conclude no later than 10:30pm.

Agreement and Signature

Applicant agrees by their signature below that they have read and agree to the terms and conditions stated above, and the Terms and Conditions of the attached Agreement, and with the District Procedures 4260.1P, 4260.3P, and/or 4260.4P. Approval by the District will be indicated by the issuance of this Building Use Application, and a Fees Estimate sheet approved by the School and the Facilities Department.

Signature: PTSA Board Member Signature: _____ Date: _____

Signature: PTSA Board Member Signature: _____ Date: _____

Signature: _____ Date: _____
School (ensures custodial staffing arrangements will be made if required)

Signature: _____ Date: _____
Community Use Office Approval

[Note for school: Please tape a copy of any receipt of payment, before sending application to the Community Use Office]

AGREEMENT

The signatory hereby makes application to Bellevue School District No. 405, for the use of school facilities described on this document and certifies that the information given in the application is correct. The signatory further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principals of the School in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to save the Bellevue School District harmless for all liability resulting from the use of said facilities. The applicant further agrees to reimburse the Bellevue School District for any damage arising from the applicant's use of said facilities.

NOTICE TO USER OF SCHOOL FACILITIES: Individuals and groups involved in certain moderate and high-risk uses, (i.e., sports practice, sport clinics, etc.) especially when involving students from Bellevue School District, are required to supply a **Certificate of Insurance** (as outlined on Page 2 of the Building Use Application Form).

RULES AND REGULATIONS GOVERNING AFTER-SCHOOL USE OF BUILDING AND FACILITIES (See 4260 and Procedures 4260.1P, 4260.3P and/or 4260.4P for more information). Specific rules for use of Bellevue School District is attached to this application.

1. A paid school district employee must always be in the building during the use of the facilities requested.
2. Approval will not be granted for any meeting or activity which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided. This shall include property police and fire protection when and where necessary.
3. Use of building is cancelled when building is closed for emergency and due to inclement weather, and if the required insurance documentation is not received and approved by the District.
4. Approved applications for the use of school facilities shall be revocable and shall not be considered as a lease.
5. Facilities used shall be limited to those specified on the application.
6. No decorations or the application of materials to walls or floors will be allowed without the express permission of the building principals.
7. Profane language, weapons, possession of or use of intoxicating liquor, drugs or narcotics, use of any tobacco products, disruptive conduct, betting and/or other forms of gambling shall not be permitted on any school property including buildings and grounds.
8. Gym, tennis, or other appropriate shoes shall be required for all activity-type games which occur on surfaces which would be damaged without such shoes.
9. Folding chairs and tables are to be erected and stored by the group using school facilities.
10. Applicants are required to remove at their expense, materials equipment, furnishings, or rubbish left after use of school facilities. It is assumed that the District will provide for normal custodial services in connection with the use of buildings or grounds.
11. PTSA/PTA/Booster groups conducting fundraisers, either in conjunction with District ASB events or with the support of students, are required to complete a joint ASB/SSO (student support organization) Event Agreement in addition to completing this BSD Building Use Agreement. Contact your athletic director or school office staff for additional information.
12. Wireless internet service is available at all schools except during school hours when school is in session.
13. Non-discrimination. To the extent consistent with applicable law, the applicant, in the policies and practices, does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, marital status, sexual orientation, or sex.



Rules for Community Use of District Facilities

Person Responsible/Adult Supervision

- The individual named on the application as the “person in charge” and the organization whose name appears on the application will be held jointly responsible for the use of the facility and will accept responsibility for any damage done to school property.
- All organizations using school facilities shall provide an adult supervisor who must remain with the group during all activities and be responsible for the group’s compliance with all District rules and regulations.

Overcapacity

The Bellevue School District can and will enforce the approved capacity of the rented space including having a district employee on site take direct action to reduce the overcrowding. This may include preventing additional people from entering the building until the condition is corrected, or the event will be stopped and you will be asked to leave.

City of Bellevue Fire Code

Overcrowding. Overcrowding or admittance of any person beyond the approved capacity of a building or a portion thereof shall not be allowed. The fire code official, upon finding any overcrowding conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a life safety hazard, shall be authorized to direct actions be taken to reduce the overcrowding or to cause the event to be stopped until such condition or obstruction is corrected.

Fire and Safety Regulations

Fire and safety regulations of the District, local municipality and State of Washington shall be observed at all times. The District does not allow microwave ovens, hot plates, camping stoves, candles, grills, and sterno food warmers.

Damage and Loss of District Property

In the event that property loss or damage occurs during use or occupancy of District facilities, the amount of damage shall be decided by the Superintendent or his/her designee, and an invoice for damages will be presented to the group

using or occupying the facilities during the time the loss or damage was sustained.

Gambling

Games of chance, lotteries, raffles, etc., are not allowed on District property, the exception to this rule being the limited use of such games as entertainment in fund raising events sponsored by the parent and student groups comprising District/School Oriented Groups.

Conduct

Profane language, possession of or use of intoxicating liquors, drugs or narcotics, or disruptive conduct shall not be permitted on school premises.

Use of Tobacco, Alcohol, Firearms or Controlled Substance Products

The use of all tobacco, alcohol, firearms or controlled substance products is prohibited by state law on school property, including buildings and grounds.

Furniture

- Tables, chairs, desks, pianos and other furniture and equipment shall not be moved from one room to another unless specifically called for in the application and under the direct supervision of a District employee.
- Folding chairs and tables are to be erected and stored by the group using the school facilities.

Decorations

- No decorations or application of material to walls or floors shall be allowed without the permission of the building principal, the Facilities Use Office or site supervisor.
- Applications are required to remove at their expense any materials, equipment, furnishings, or rubbish left after use of school facilities.