



**BUILDING USE APPLICATION**

12037 NE 5<sup>TH</sup> Street  
Bellevue, WA 98005  
425-456-4500

**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  Anticipated Attendance: \_\_\_\_\_

**School Information**

School/Location Requested: \_\_\_\_\_

Rooms Needed: \_\_\_\_\_

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: \_\_\_\_\_

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, please call the Facilities Office at 425-456-4500.

## Requirements

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

**Insurance:** A **Certificate of Insurance and an Additional Insured Endorsement Form (note: no blanket endorsements will be accepted)**, 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. The policy must have **ADDITIONAL INSURED** provisions and be endorsed. The address to be noted on the certificate of insurance should be 12111 NE 1<sup>st</sup> St., Bellevue, WA 98005.

The Certificate of Insurance should acknowledge the hold harmless agreement stated below and the liability insurance requirement shall be provided to the District one week prior to the scheduled use of the field. 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 the certificate and endorsement shall result in cancellation of the building 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: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
School (insures custodial staffing arrangements will be made if required)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility Department Approval

**[Note for school: Please tape a copy of any receipt of payment, before sending application to the Facilities Department]**

# 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).

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.