



**Performing Arts Center  
USE APPLICATION**  
Bellevue School District  
12037 NE 5<sup>th</sup> Street, Bellevue, WA 98005  
425-456-4581

APPLICATION NO.  
\_\_\_\_\_

**APPLICANT INFORMATION**

Today's Date: \_\_\_\_\_ Name or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State/Zip Code: \_\_\_\_\_

Non-Profit?  YES  NO UBI # \_\_\_\_\_ PRIMARY USE:  ADULT  YOUTH

Anticipated Attendance: Performers: \_\_\_\_\_ Audience: \_\_\_\_\_

**School PAC Request**

School Requested (check one)

Bellevue  Sammamish  Newport  Interlake  International

Rooms Included With Facility:	Classroom	Dressing Room	Ticket Booth	Front Lobby	Bellevue	Sammamish	Newport	Interlake	International
Yes	Yes	Yes	Yes	Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No	No	No	No	No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All other rooms are booked through the building scheduler and require a separate application. Are you planning on booking the following:

Lobby/Commons: Yes  No  Other Classrooms: Yes  No

Mon    Tue    Wed    Thurs    Fri    Sat    Sun

Date	Time In (Set up)	House Opens	Event Start Time	Event End Time	Breakdown Time	Rehearsal or Performance?

Description of Event: \_\_\_\_\_

Please review the Agreement. Your signature on this application will indicate that you have read and agreed to the Terms and Conditions of this Agreement. NOTE: NO FOOD AND DRINKS ARE ALLOWED IN THE THEATERS. YOU WILL BE ASKED TO LEAVE.

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

**Please call the Facilities Office at 425-456-4500 for credit card payment over the phone.**

### **Requirements**

**FEES:** A \$20 non-refundable processing fee must accompany this application. For information on the PAC Use Fee Schedule, please go to the following web site: <http://www.bsd405.org/departments/facilities/pac/> Please make checks payable to: Bellevue School District No. 405. Please indicate the school and application number on the check.

**Insurance: Hold Harmless and Liability Insurance/Certificate of Insurance:** A Certificate of Insurance, 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 General Liability coverage can be provided in the form of an endorsement to the insurance. 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 prior to the scheduled use of the Bellevue School District's field or school building. 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 Bellevue School District's field or school building. 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 or building use and forfeiture of any deposit.**

**Cancellations:** PAC cancellations must be in writing at least 30 days in advance of the scheduled use. For notice provided less than 30 days before the scheduled use, the user is subject to a charge of up to half the total original cost. If a scheduled facility use is changed and/or cancelled, the user shall notify the building principal or designee in writing seventy-two (72) hours in advance of the scheduled use. To be eligible for a refund or fee adjustment, user must comply with this 72 hour advance notice.

### **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 (please see Page 3), 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 PAC 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]

**This Application will only be processed if accompanied by the PAC Equipment form for your designated School. Failure to do so will result in this application not being processed.**

# 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 4260.1, 4260.3 and 4260.4 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 by emergency and due to inclement weather.
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.