



**BUILDING USE APPLICATION**  
Bellevue School District  
12037 NE 5<sup>th</sup> Street Bellevue, WA 98005-425-456-4500

Check# 1482  
APPLICATION NO  
**195727**

**INSTRUCTIONS: PLEASE PRINT.** The applicant is to complete PART I ONLY. The facility scheduler will insert all estimated costs based on the applicant's classification and information provided. For further information, refer to Policy 9500 and Procedures 9500.1, 9500.3 and/or 9500.4

**PART I - APPLICANT INFORMATION**

Name of Organization to be Invoiced: AAPAT School or location being requested: Newport High School  
 Responsible Person/Department: Hengsh Li Rooms Needed (attach list if needed): PAC  
 Billing Address: 815 S. Wilkes St #101 Dates (attach agenda w/ times if more than 10 days): June 16-18, 2016  
Seattle, WA 98104 Days of the Week (circle all that apply): M  T  W  TH  F  SA  SU   
 E-mail Address: hengshli@seattleu.edu Phone: 206-287-9998 Days of the Week (circle all that apply): M  T  W  TH  F  SA  SU   
 Non-Profit? (YES/NO; Please provide Non-Profit #): 84-1109790 Time Entering Building: 3pm 6/16 Time Leaving Building: 11pm 6/18  
 Primary Use: ADULT/YOUTH Food Being Served? YES/NO:  Anticipated Attendance: \_\_\_\_\_ Event Start Time: 3:30pm 6/16 Event End Time: \_\_\_\_\_

**Description of Event:** Rhythm of Dance 2016, annual dance recital. 3 shows:  
6/17 Friday Evening 7:30pm 9:30pm 6/18 7:30pm 9:30pm

**FEES: A \$100.00 non-refundable processing fee must accompany this application.** Facility Scheduler has copies of the current fee schedule, or one may be obtained on-line. Information may also be obtained from the Facilities Office. Checks must be made payable to Bellevue School District #0405. Please indicate the name of the location requested and application number on your check. School activities have preference over community use.  
**INSURANCE:** Applicants agree to have a signature below to hold the Bellevue School District harmless as a result of their use. Prior to application approval users may also be required to supply a certificate of insurance with a reputable insurance firm indicating full liability coverage of at least \$1 million combined single limit bodily injury and property damage (with the Bellevue School District listed as an additional insured). Insurance is required for use of all Performance Arts Centers (PAC). **CANCELLATIONS:** Procedure 9500.4 sections 2(D) and 2(E) outlines the cancellation procedure for the applicants. Section 7(D) outlines cancellation procedure for the District. Additional cancellation information for PACs is located in Procedure 9500.4, Section 3(D). PAC cancellations must be made at least 30 days prior to scheduled event. If not cancelled before the 30 days, customer could be charged for up to half of the original estimate. Exceptions to the District cancellation procedure include power outages or closure due to inclement weather conditions as determined by school officials. **SCHOOL HOLIDAYS:** School facilities are not available for community use during school hours. Facility or PAC rental on holidays is contingent upon staff availability and must be predetermined. **AGREEMENT:** Applicant agrees by their signature below that they have read and agree to the terms and conditions stated above and/or on the reverse side of this application (or second page of electronic application) and with the District's Procedures 9500.1, 9500.3 and/or 9500.4. Approval by the District will be indicated by the issuance of this BUILDING USE APPLICATION, which has been signed by all parties.

\* **ACCEPTANCE OF TERMS:** \_\_\_\_\_ **TODAY'S DATE:** Feb 11, 2016  
 APPLICANT SIGNATURE

**Credit Card Payment Information:**  
 Name on Credit Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_  
 Credit Card Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 I hereby authorize Bellevue School District to charge my VISA or MasterCard # \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACILITIES USE ONLY: PART II - FEES ESTIMATE**

Calendared by School or District? (circle applicable option)	CLASSIFICATION: (circle one) 1 2 3 4	Certificate of Insurance received YES / NO
<input type="checkbox"/> Charge staffing fees to department/club	<input type="checkbox"/> Charge staffing fees to ASB	Non-refundable Processing Fee: \$20.00 <input type="checkbox"/> Cash/Check <input type="checkbox"/> PBS
Facility Fee: <input type="checkbox"/> Rooms # rooms # hours	X \$ rate	X # days = \$
Season/Session: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring (Separate Application required for each Season/Session)	X \$ rate	X # days = \$
<input checked="" type="checkbox"/> Performing Arts Center (PAC)	26.5 X \$ 52	X # days = \$ 1378.
Supervision: <input checked="" type="checkbox"/> Site <input type="checkbox"/> School Tech <input type="checkbox"/> Other	31.5 X \$ 48.0	X # days = \$ 1512.
Supervision is required for all PAC events in their entirety - 1 hour	31.5 X \$ 32	X # days = \$ 2016.
Technician: <input checked="" type="checkbox"/> A&L # techs	21.5 X \$ 42	X # days = \$ 903.
Custodial: <input checked="" type="checkbox"/> M-F <input checked="" type="checkbox"/> Weekend *For PAC: <input checked="" type="checkbox"/> Minimum 2 hrs. <input checked="" type="checkbox"/> Minimum Entire event + 3 hours	X \$ rate	X # days = \$
Other (specify): _____	X \$ rate	X # days = \$
(i.e., custodial, kitchen staff, equipment, parking, other)	X \$ rate	X # days = \$
Other (specify): _____	X \$ rate	X # days = \$
(i.e., custodial, kitchen staff, equipment, parking, other)	X \$ rate	X # days = \$
Other (specify): _____	X \$ rate	X # days = \$
(i.e., custodial, kitchen staff, equipment, parking, other)	X \$ rate	X # days = \$
<b>COMMENTS:</b>	<b>TOTAL:</b>	<b>= \$</b>

**SPECIAL INSTRUCTIONS:**  Room fees waived for Wednesday PM After School Programs  
 Check# \_\_\_\_\_ Check Amount \_\_\_\_\_ PBS Receipt No \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Signature: (includes custodial staffing arrangements will be made if required) \_\_\_\_\_ Facility Use Approval (indicates event has been approved by the District) \_\_\_\_\_

*American Asian Per Arts Theater*

additional seating?  
extra cost.

**PAC EQUIPMENT FORM; Directions for use (please read):**

Return to PAC Coordinator within 5 days of Facility App submittal - fax 425-456-4584 OR 12037 NE 5<sup>TH</sup> Street, Bellevue WA 98005

To complete this form: In the **COLUMN** of the school being used **CIRCLE** the items needed.

If the equipment is available at that school, a 'Y' will be indicated. If it is not available 'N' is indicated. Associated costs are indicated with '\$Y'. A number indicates the *general* amount available at that school; *each theater, and the equipment within, are used daily for learning. At times the full number indicated is not available and not known until we arrive.*

**Add special instructions on each line or at bottom in the comments section**

Name of Event: <u>AAPIA Rhythm of Dance</u>	Day of Event Contact Name: <u>Hengda Li</u>
Date of Event: <u>June 16-18</u> PAC or Sch: <u>Newport High School PAC</u>	Day of Event Contact Number: <u>206-353-1618</u>
Description of Event: <u>Annual Dance Recital</u>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	<u>Y</u>	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	Y	Y
APRON ONLY	(In front of CLOSED Grand curtain - generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set (how do you want the main curtain to look?)	CIRCLE ONE: 1)Down & closed 2)Down & open 3)Stage Framed (grand valanced at top w/false walls extended)				
<b>LIGHTING</b>					
House/Lecture	Audience and apron lights only	Y	Y	Y	Y
Standard	AS IS when you enter PAC; no light adjustment; Can be operated by User from panel or turned on at start of program and left	Y	Y	<u>Y</u>	Y
Custom	Requires Technician - Specific, include info on spots & gels; if, COLORED GELS ARE USER PROVIDED	\$Y	\$Y	<u>\$Y</u>	\$Y
<b>AUDIO</b>					
Use of most items requires technician					
Choir Microphones	hung at front of stage; used for choirs	0	2	0	2
Wireless Microphones	Handheld/Lapel (or clip on)	1	2	<u>2/3</u>	1/0
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condensar	0	2	3	3
Vocal Instrument Microphones	Dynamic Supercardioid	4	6	7	13
Mic Stands		3	4	7	8
Monitors/Speakers	Generally used for musical feedback	2	4	4	3
Communication Head-Sets (wired only)		6	6	<u>6/4</u>	12
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300N; User must bring in computer to project presentations	Front	Front	Front?	Front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	<u>Y</u>	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	<u>Y</u>	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
<b>ADDITIONAL OPTIONS</b>					
Podium	Identify which side of stage L C R	Y	Y	Y	Y
Music Stands	Must be Ordered; associated costs (delivery charge) for users only; in bulk of 30; 60 total	\$Y	\$Y	\$Y	\$Y
Choir Risers	Must be Ordered; associated costs (delivery charge) for public users only; 4 sections, 3 risers/20 students per section - no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
Orchestra Pit	Associated Costs; cover removal/installation	N	\$Y	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	<u>Y</u>	Y
Ticket Booth		N	Y	<u>Y</u>	Y
Coat Room		N	N	N	Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being requested for use in the school				

(gen. used for musical feedback) \*cannot accept MP3 formatted disks

Additional Comments: (please be as specific as possible, we will be using this to support your event)

Mobile Computer  
2x Light  
Sound } Total 3  
Marley } Labor  
One Platform }  
4' x 8' x 1'

Rhythm of Dance - 2016  
舞之韻 2016

Wednesday Jun 15<sup>TH</sup>  
Hengda Dance Academy  
4:00PM Loading in

4pm-6:50pm  
鋪地膠，裝燈（流動，定點，背景光） Install Marley Floor, Work on Lights

*CLASSES MAY BE HELD ON FLOORING*

7pm-10pm  
調光 Continue to work on Lights  
Stage Rehearsal Time:

Thursday Jun 16th  
4pm-6pm  
調光 Work on Lights  
小節目走台 Stage Rehearsal

6pm-10pm  
Stage Rehearsal Time:

Friday, Jun, 17th  
4pm-6pm 調光 Work on Lights  
Stage Rehearsal Time:

7:30pm-9:30pm  
Hengda Dance Academy  
# 1 performance

Saturday, Jun 18th  
8am - 5:30pm  
少林武術 Shaolin Wuxu

2:30pm-4:30  
武術表演 Shaolin Wuxu #1 Performance

6:00 pm  
Hengda Dance Academy  
進場 Stage Rehearsal

*Kungfu (DIFF. GROUP)*



Hengda Dance Academy  
7:30pm -9:30pm #2 Performance

Sunday, Jun 19<sup>th</sup>  
10:00am -1:00pm  
Hengda Dance Academy  
Stage Rehearsal

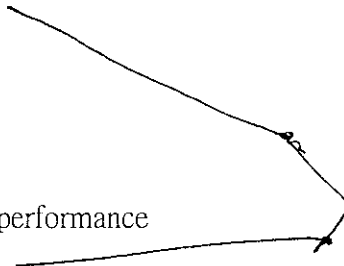
2:30pm -4:30pm  
Hengda Dance Academy  
#3 Performance

5:00pm  
武術進劇場 Shaolin Wuxu  
Stage Rehearsal

6:00-8:00pm  
武術表演 Shaolin Wuxu #2 performance

9-10 Loading out

乾冰機 ( 2 )  
背景  
MC



Kungfu (DIFFER)