

Sent 2/12

PLEASE PRINT AND PRESS HARD



BUILDING USE APPLICATION
Bellevue School District
12037 NE 5th Street, Bellevue, WA 98005; 425-456-4500

APPLICATION NO.
72415

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 or Organization to be Invoiced: Interlake
Responsible Person/Department: Maria Frieboes-Gee
Billing Address:
E-mail Address:
Phone(Day): x7200
School/Location Requested: Interlake
Rooms Needed: PAC, Commons
Dates: March 5, 2013
Day(s) of the Week: M T W TH F SA SU

Non-Profit? YES/NO: Please provide Non-Profit #
Primary Use: ADULT/YOUTH Food Being Served? YES/NO Anticipated Attendance:
Time Entering Building: 6:30 pm Time Leaving Building: 8:30 pm
Event Start Time: 7:00 pm Event End Time: 8:00 pm

Description of Event:

Parent Registration Information Night

FEES: A \$20.00 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 shall be made payable to Bellevue School District NO. 405. Please indicate the name of the location requested and application number on your check. School activities have preference over community use.

INSURANCE: Applicants agree by their 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 Performing Arts Centers (PAC). CANCELLATIONS: Procedure 9500.1, sections 2.II and 2.II, 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 invoiced 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.

AGREEMENT OF TERMS: [Signature]
APPLICANT SIGNATURE
TODAY'S DATE: 2-8-2013

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

Table with columns for Classification (1-4), Certificate of Insurance received (YES/NO), and various fee categories including Staffing, Supervision, Technician, Custodial, and Other. Includes a TOTAL row at the bottom.

SPECIAL INSTRUCTIONS: Room Fees waived for Wednesday PM After School Programs

Check#:
Check Amount:
POS Receipt No.

Interlake Internal Building Use

Today's Date 2/6/13 **Date of Activity** 2/5/13
Time Requested **Arrive** 6:30 **am/pm** am **to** 8:30 **am/pm** am
Nature of Activity Parent Registration Information Night
Number of participants _____ **Will there be food served?** no
Activity Advisor Maria Friebrs-Gee **Contact number** 67200

Interlake Rental Areas

Bleachers out

<input type="checkbox"/> Library	<input type="checkbox"/> Main Gym	<input type="checkbox"/>
<input checked="" type="checkbox"/> Commons (setup map below) <i>No set-up needed</i>	<input type="checkbox"/> Outside Gym	<input type="checkbox"/>
<input checked="" type="checkbox"/> Theater (fill out district form)	<input type="checkbox"/> Upper Gym	<input type="checkbox"/>
<input type="checkbox"/> Career Center		
<input type="checkbox"/> Classroom(s) – please list here (or attach map)	#	# # # #

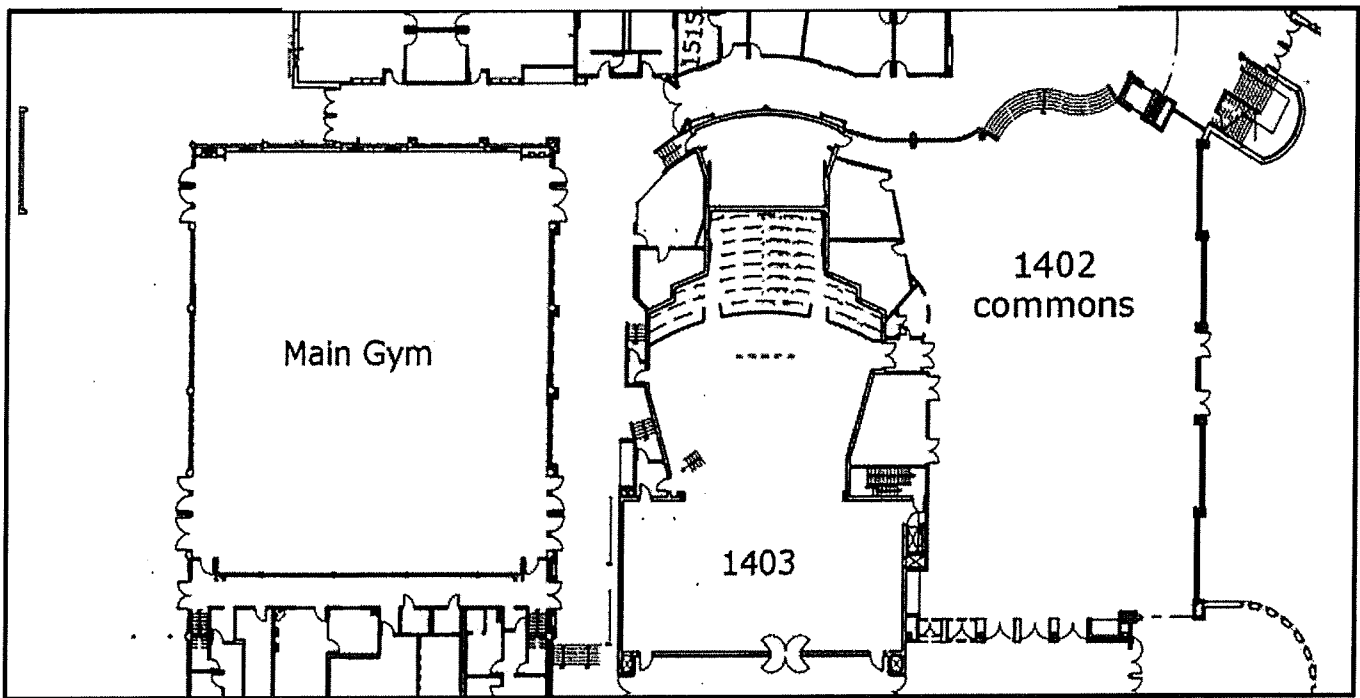
Indicate setup here:

Tables _____

Chairs
 You agree to return facility and equipment to original order.
 PA System Custodial fees will be paid by your club/organization
 Mic You agree to return facility and equipment to original order.
 Overhead Projector
 Screen

 Advisor Signature

 Building Use Coordinator Signature



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 5TH 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: <i>Interlake Parent Registration Night</i>	Day of Event Contact Name: <i>Marisa Bjelovec-Cee</i>
Date of Event: _____	PAC or Schl: <i>J</i>
Day of Event Contact Number: _____	
Description of Event: _____	

Add Comments in this column or at bottom ↓

		IS	IHS	NHS	SHS
STAGE					
FULL STAGE Or		Y	Y	Y	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				
LIGHTING					
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	Y	Y
Custom	Requires Technician – Specific; include info on spots & gels if; COLORED GELS ARE USER PROVIDED	\$Y	\$Y	\$Y	\$Y
AUDIO					
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	2/3	1/0
Floor Table Boundary Microphones	lays flat on floor or table; supercardioid condenser	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	6	12
Projector (permanently mounted in front of screens)	EPSON PowerLite 8300NL; User must bring in computer to project presentations	front	top	front	front
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	Y	Y
USER MUST PROVIDE COMPUTER	No MAC Support	Circle here			
CD Player	*Cannot accept MP3 formatted disks	Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
ADDITIONAL OPTIONS					
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
Other					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	Y	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)