



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

ORIGINAL

Event ID 89281 APPLICATION NO.

INSTRUCTIONS: PLEASE PRINT. The applicant is to complete PART I ONLY. The facility scheduler will insert all estimated costs based upon the applicant's user 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/Organization/Department BCHCS
 Responsible Person: Sarina Uzunow
 Billing Address: 14615 SE 20th St.
Bellevue, WA 98007
 E-mail Address: uzunow@gmail.com
 Daytime Phone: 425-753-0634

School Requested: Interlake HS
 Rooms Needed: (attach list if needed) PAC + commons
 Dates: (attach list w/times if more than one day) March 2nd 2013

Day(s) of the Week: (circle) M T W TH F SA **SU**

Non-Profit? YES / NO
 Food Being Served? YES / NO

Primary Use: ADULT / YOUTH
 Expected Audience #: 350

Time Entering Building: 3:00 pm Time Leaving Building 7:00 pm
 Theater Entrance Time (if differs from above) 3:00 pm Theater Exit Time: (if differs from above) 6:00 pm
 Performance Start Time 4:00 pm Performance End Time: 5:30 pm

Event Description: Children's Talent Show

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 Facility Use 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.

INSURANCE: Applicants agree by their signature hereto to hold the Bellevue School District harmless as a result of their use. In addition, prior to application approval, users may be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage (with the Bellevue School District listed as an additional insured) of at least \$1 million combined single limit bodily injury and property damage. *For use of all Performing Arts Centers (PAC), insurance is required.* **CANCELLATIONS:** School activities have preference over community use. Procedure 9500.1, sections 2.10 and 2.11, outline applicant cancellations and section 7.0 outlines District cancellations. Additional cancellation information for PACs is also located in Procedure 9500.4, section 3.0. Exceptions to the District cancellation procedure include a power curtailment or closure due to weather. PAC cancellations must be done 30 days in advance or up to half of the original estimate could be billed.

SCHOOL HOLIDAYS: School facilities are not available for community use during school functions or classified/administrative holidays. PAC rental during holiday schedules must be predetermined by staffing availability.

AGREEMENT: By the signature below, the applicant has read and agrees to the terms and conditions stated above, on the reverse side of this application (or page two when downloading on-line) and Bellevue School District 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: S.P. **APPLICANT SIGNATURE** TODAY'S DATE: 1/3/13

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: _____

PART II - FEES ESTIMATE FOR SCHOOL/DISTRICT USE ONLY:

Calendarred by School? YES / NO Calendarred by District? YES / NO CLASSIFICATION: 1 2 3 4 Custodian Assigned? YES / NO

Non-refundable Application Processing Fee: _____ CC | Cash \$20.00 POS

Item	Room(s)	# rooms	# hours	rate	# days	Total
Facility Fee:	<input checked="" type="checkbox"/> Room(s) <u>Commons</u>	X	<u>5</u>	X \$ <u>20</u>	X	= \$ <u>100</u>
	<input checked="" type="checkbox"/> Performing Arts Center (PAC)*	X	<u>4</u>	X \$ <u>47</u>	X	= \$ <u>188</u>
Staff:	<input checked="" type="checkbox"/> PAC Site Supv	X	<u>5</u>	X \$ <u>48</u>	X	= \$ <u>240</u>
	<input checked="" type="checkbox"/> Technician	X	<u>5</u>	X \$ <u>32</u>	X	= \$ <u>160</u>
Custodial*:	<input checked="" type="checkbox"/> Weekend	X	<u>7</u>	X \$ <u>42</u>	X	= \$ <u>294</u>
Other (specify):		X		X \$	X	= \$
Season/Session:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring	X		X \$		= \$
TOTAL:						= \$

Special Instructions/ Comments:

Chk _____ Check Amount: _____ POS Receipt No. _____
 School Signature: Stony Johnson Date: 1/29/13
 Facility Use Office Approval: _____ Date: _____

Interlake Internal Building Use

Today's Date 2/7/13 Date of Activity 3/3/13

Time Requested Arrive 3:00 am/pm to 7:00 am/pm
 Event 4:30 am/pm to 6:30 am/pm

Nature of Activity Children's Talent Show

Number of participants 350 Will there be food served? potluck style

Activity Advisor Savina Uzunow Contact number 425-753-0634

Interlake Rental Areas

Bleachers out

- | | | | | | | | | | |
|---|---|---|---|---|---|--|--|--|--|
| <input type="checkbox"/> Library
<input checked="" type="checkbox"/> Commons (setup map below)
<input checked="" type="checkbox"/> Theater (fill out district form)
<input type="checkbox"/> Career Center
<input type="checkbox"/> Classroom(s) – please list here (or attach map) | <input type="checkbox"/> Main Gym
<input type="checkbox"/> Outside Gym
<input type="checkbox"/> Upper Gym

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Indicate setup here:

Tables 3 10

Chairs 60 X 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

S.P. [Signature]
 Advisor Signature

[Signature]
 Building Use Coordinator Signature

