## **BUILDING USE APPLICATION**

Bellevue School District

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

APPLICATION NO.

71003

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.

Name or Organization to be Invoiced People Media	IRT 1 – APPLICANT INFORMA School/Lecatio		i lake
	and the second s	(attach list if needed)	PA C
Billing Address 310, Lex Courter Builds:		ist w/times if more than 10 days)	QV. (94.) VILLE 3013
113 K AVENE, BA, WA	<u>J</u>	· · · · · · · · · · · · · · · · · · ·	011
E-mail Address: Kutumber of Makin Phone(Day) 425 6	Day(s) of the W	eek: (circle all that apply) M	T W TH F SA SU
Non-Profit? YES/NO; Please provide Non-Profit #	Tiene Enterina E	Juilding: 6AM	_ Time Leaving Building: _ @ PAA
Primary Use: ADULT/YOUTH Food Being Served? YES/NO Anticipated Attend	ance: Event Start Tim		Event End Time:
Description of Event: Musical reacting e	show with	Ruticilants	Sing songs on
Am Lage.		•	_
FEES: A \$20.00 non-refundable processing fee must accompany this application. Facility S Office. Checks shall be made payable to Bellevue School District NO. 405. Please indicate the INSURANCE: Applicants agree by their signature below to hold the Bellevue School District reputable insurance firm, indicating full liability coverage of at least \$1 million combined sing use of all Performing Arts Centers (PAC). CANCELLATIONS: Procedure 9500.1, section Additional cancellation information for PACs' is located in Procedure 9500.4, Section 3.0. invoiced for, up to half of the original estimate. Exceptions to the District cancellation process School facilities are not available for community use during school hours. Facility or PAC signature below that they have read and agree to the terms and conditions so District's Procedures 9500.1, 9500.3, and/or 9500.4. Approval by the District will be ACCEPTANCE OF TERMS:  APPLICANT SIGN  Credit Card Payment Information:	e name of the location requested and app t harmless as a result of their use. Prior ple limit bodily injury and property damag as 2.10 and 2.11, outlines the cancellation PAC cancellations must be made at leas edure include power outages or closure is rental on holidays is contingent upon a tated above and/or on the revers indicated by the issuance of this E	lication number on your check. School to application approval, users may als ge (with the Bellevue School District lis n procedure for the applicants. Secti t 30 days prior to scheduled event, due to inclement weether conditions a staff availability and must be predete se side of this application (or se BUILDING USE APPLICATION, whice	activities have preference over community use, to be required to supply a certificate of insurance with a state as an additional insured). Insurance is required for on 7.0 outlines cancellation procedure for the District. If not cancelled before the 30 days, customer could be a determined by school officials. SCHOOL HOLIDAYS: remined. AGREEMENT: Applicant agrees by their could page of electronic application) and with the shape been signed by all parties.
Name on Credit Card: Credit	t Card #:	Ex	p. Date: Verification Code:
Credit Card Mailing Address:		City:	State: Zip:
l 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)	ASSIFICATION: (circle one) 1	2 (3) 4 Certific	ate of Insurance received YES / NO
☐ Charge staffing fees to department/club ☐ Charge st	taffing fees to ASB	Non-refundable Processin	g Fee: \$20.00 🔲 Gash/Check 🔲 POS
Facility Fee: ARoam(s) Commons X	15 x \$	20 x	= \$ 300
# rooms Season/Session:   Fall   Winter   Spring (Separate Application required for each Season/Session)   Performing Arts Center (PAC)	#hours X \$	rate #days  rate # days  X  Crate # days	= \$ <u>705</u>
Supervision: Site School Tech* Other Supervision is required for all PAC events in their entirety + 1 hour Technicien: Type: Audia, lighting or stage hand #Techs	# hours X \$ = 4	rate # days  X # days  Attended # days	$= \$ \frac{760}{5}$
Custodial °:	1	Tate X # days	= \$ 756
(i.e., custodial, kitchen staff, equipment, parking, other)	# hours / each	rate # days	= u
Other (specify):	# hours / each	rate # days	= 0
(i.e., custodial, kitchen staff., equipment, parking, other )	X \$ # hours / each	rate # days	= 0
COMMENTS:		TOTAL:	= \$
	•	IDIAL.	- v
SPECIAL INSTRUCTIONS: 🔲 Room Fees waved for Wednesday PM After Sch	ool,Programs <b>Check#</b> :_	Check Amount:	- 3 POS Receipt No. 4 9 4 9 6 (