



**BUILDING USE/PAC APPLICATION**

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

**Applicant Information**

Name or  
Organization  
To Be  
Invoiced::

Interlake High School IB Program

Today's  
Date: 9/28/16

Person Responsible: Alison Pendlebury

Billing  
Address: Interlake High School

City

State

ZIP Code

Phone: x 7234

Email pendleburya@bsd405.org

Are you a Non-Profit Organization?  Yes  No

Primary Use: ADULT  YOUTH

Anticipated Attendance: 200

**School Information**

School/Location Requested: Interlake HS

Rooms Needed: Theater, 1600 and 1700 classrooms

Dates: Thursday, December 1st

Day(s) of the Week: (check all that apply)  M  T  W  TH  F  SA  SU

Time Entering Building: 6:45 PM

Time Leaving Building: 9:00 PM

Event Start Time: 7:00 PM

Event End Time: 8:45 PM

Description of Event:

Extended Essay Presentation Night  
Second-year IB Diploma candidates will be giving short presentations on their Extended Essays. The evening will start with opening remarks and a few keynote speakers in the Theater, and then will break out into individual classrooms for smaller group presentations.

**Credit Card Payment Information**

Name on Credit Card: \_\_\_\_\_ Credit Card #: \_\_\_\_\_  
Credit Card Mailing Address: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Verification Code: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize Bellevue School District to charge my VISA or MASTERCARD \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Requirements**

**FEES:** A \$20 non-refundable processing fee must accompany this application. For information on the Building Use Fee Schedule, please click on this link: [insert link] or the Facility Scheduler or the Facilities Department has copies of the current fee schedule. Checks shall be made payable to: Bellevue School District No. 405. Please indicate the school and application number on the check.

**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 two weeks prior to the scheduled use of the facility. 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 facilities. 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 facility 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 9500.1, 9500.3, and/or 9500.4. Approval by the District will be indicated by the issuance of this Building Use Application, and a Fees Estimate sheet approved by the School and the Facilities Department.**

Signature:  \_\_\_\_\_ Date: 9/28/16

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]**

**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>Extended Essay Presentations</u>                                    |  | Day of Event Contact Name: <u>Alyson Pendlebury</u> |       |  |       |       |
| Date of Event: <u>12/1/16</u>   |  | PAC or Sch: <u>Intlake</u>                          |       | Day of Event Contact Number: <u>425 444 6804</u> |       |       |
| Description of Event: <u>Students will present their completed FB Extended Essays</u> |  |   |       |  |       |       |
| Add Comments in this column or at bottom ↓  |  |   |       |  |       |       |
| <b>STAGE</b>  |  |   |       |  |       |       |
| FULL STAGE Or   |  | Y   | Y     | Y  | Y     | Y     |
| HALF STAGE Or   | (Mid-stage forward)  | Y   | N     | Y  | Y     | Y     |
| APRON ONLY  | (In front of CLOSED Grand curtain- generally used for lectures)  | Y   | Y     | Y  | Y     | Y     |
| Grand Curtain Set   | CIRCLE ONE: 1) Down & closed 2) Down & open 3) Stage framed (and valanced at top w/ false walls extended)                          |   |       |  |       |       |
| <b>LIGHTING</b>   |  |   |       |  |       |       |
| House/Lecture   | Audience and apron lights only   | Y   | Y     | Y  | Y     | Y     |
| Standard  | ASIS 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     | Y     |
| Custom  | Requires Technician – Specify; include info on spots & gels if COLORED GELS ARE USER PROVIDED                                      | \$Y   | \$Y   | \$Y  | \$Y   | \$Y   |
| <b>AUDIO</b>  |  |   |       |  |       |       |
| Use of most items requires technician   |  |   |       |  |       |       |
| Choir Microphones   | Hung at front of stage; used for chora   | 0   | 0     | 2  | 0     | 2     |
| Wireless Microphones  | Handheld/Lapel (or clip on)  | 3   | 1     | 2  | 2/3   | 1/0   |
| Floor   Table   Boundary Microphones  | lays flat on floor or table; supercardioid/ condensor  | 0   | 0     | 2  | 3     | 3     |
| Vocal   Instrument   Microphones  | Dynamic   supercardioid  | 8   | 4     | 6  | 7     | 13    |
| Mic Stands  |  | 8   | 3     | 4  | 7     | 8     |
| Monitors/Speakers   | Generally used for musical feedback  | 2   | 2     | 4  | 4     | 3     |
| Communication Head-Sets (wired only)  |  | 4   | 6     | 6  | 6     | 12    |
| Projector   | EPSON PowerLite 9300N   User must bring in computer to project presentations   | Front   | Front | Front  | Front | Front |
| Projection Screen   | Permanently mounted in front of main curtain at all schools  | Y   | Y     | Y  | Y     | Y     |
| <b>USER PROVIDED</b>  |  |   |       |  |       |       |
| CD Player   | *Cannot accept MP3 formatted disks   | Y   | Y*    | Y*   | Y     | Y*    |
| DVD Player  |  | Y   | Y     | Y  | N     | N     |
| Assisted Listening Devices  |  | Y   | N     | Y  | Y     | Y     |
| <b>ADDITIONAL OPTIONS</b>   |  |   |       |  |       |       |
| Podium  | Identify which side of stage L (R) <u>close to stairs</u>  | Y   | Y     | Y  | Y     | Y     |
| Music Stands  | Must be Ordered; associated costs (delivery charge) for public users only; in bulk of 30; 60 total                                 | \$Y   | \$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   | \$Y   |
| Planet (Upright only)   | Associated Costs to public users   | \$Y   | \$Y   | \$Y  | \$Y   | \$Y   |
| Shells  | Associated Costs to public users   | N   | N     | \$Y  | \$Y   | \$Y   |
| Clouds  | Associated Costs to public users   | Y   | N     | N  | \$Y   | \$Y   |
| Orchestra Pit   | Associated Costs; cover removal/installation   | \$Y   | N     | \$Y  | \$Y   | \$Y   |
| <b>Other</b>  |  |   |       |  |       |       |
| Locking Fly Rail  | Requires Technician  | Y   | N     | Y  | Y     | Y     |
| "Green" Room  | List items needed, i.e., tables, chairs  | Y   | Y     | Y  | Y     | Y     |
| Ticket Booth  |  | Y   | N     | Y  | Y     | Y     |
| Coat Room   |  | N   | N     | N  | N     | Y     |
| Lobby   |  | Y   | Y     | N  | N     | Y     |
| Other Rooms Needed  | List other rooms being used (in Additional Comments below)   |   |       |  |       |       |

(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)

*Basic lecture set up.*