



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

APPLICATION NO.

38031

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: Seattle Japanese School
 Responsible Person: Takashi Nakamoto
 Billing Address: 919 124th Ave NE, #207
Bellevue, WA 98005
 E-mail Address: nakamoto@seajschool.org
 Daytime Phone: (425) 643-1661

School Requested: Sammamish High School
 Rooms Needed: (attach list if needed) PAC, Green Room
 Dates: (attach list w/times if more than one day) March 17, 2012

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 #: 400

Time Entering Building: 7 am Time Leaving Building: 3:30 PM
 Theater Entrance Time: (if differs from above) _____ Theater Exit Time: (if differs from above) 3:00 PM
 Performance Start Time: 9:15 am Performance End Time: 3:00 PM

Event Description: Graduation Ceremony for Seattle Japanese School

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: _____ TODAY'S DATE: 11/29/2011
 APPLICANT SIGNATURE: T. Nakamoto

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:

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

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

Facility Fee:	Room(s)	# rooms	# hours	rate	# days	= \$
<input type="checkbox"/> Room(s)						
<input checked="" type="checkbox"/> Performing Arts Center (PAC)*			<u>8</u>	<u>57.00</u>		<u>456.00</u>
*Supv is required for all PAC events						
Staff:						
<input checked="" type="checkbox"/> PAC Site Supv	<input type="checkbox"/> School Tech		<u>9</u>	<u>48.00</u>		<u>432.00</u>
<input checked="" type="checkbox"/> Technician	<input type="checkbox"/> Other		<u>7</u>	<u>32.00</u>		<u>224.00</u>
Custodial*:						
<input type="checkbox"/> M-F	<input type="checkbox"/> Weekend					
*For PAC	Minimum 2 hrs.					
Other (specify):						
(i.e., custodial, technical staff, equipment, parking)						
Season/Session:						
<input type="checkbox"/> Fall	<input type="checkbox"/> Winter	<input type="checkbox"/> Spring				
(Separate Application required for each Season/Session)						

Special Instructions/ Comments: PROS. IN BACK! TOTAL: = \$ _____

Check#: _____ Check Amount: _____ POS Receipt No. _____

School Signature: _____ Date: _____
School signature insures coordination with custodial staff for event.

Facility Use Office Approval: _____ Date: _____

STAFF MIKE



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

APPLICATION NO.
38031B

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Responsible Person: Takashi Nakamoto
Billing Address: #1919 124th Ave NE, #207 Bellevue, WA 98005
E-mail Address: nakamoto@seajschool.org
Daytime Phone: (425) 643-1661

School Requested: Sammamish High School
Rooms Needed: (attach list if needed) PAC
Dates: (attach list w/times if more than one day) March 10, 2012

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

Time Entering Building: 1 pm
Time Leaving Building: 5 pm
Theater Entrance Time (if differs from above)
Theater Exit Time (if differs from above)
Performance Start Time: 1 pm
Performance End Time: 5 pm

Non-Profit? YES / NO
Food Being Served? YES / NO
Primary Use: ADULT / YOUTH
Expected Audience #: 100

Event Description: Rehearsal for Graduation Ceremony

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.
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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: APPLICANT SIGNATURE: [Signature] TODAY'S DATE: Nov. 29, 2011

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:

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

Table with columns for Facility Fee, Staff, Custodial, and Season/Session. Includes handwritten entries for hours, rates, and a total of \$420.00.

Special Instructions/ Comments: PROJ. IN BACK!

Check#: Check Amount: POS Receipt No.

School Signature: Date: School signature insures coordination with custodial staff for event.

Facility Use Office Approval: Date:

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: SEATTLE JAPANESE SOUL	Day of Event Contact Name: TAKASHI NAKAMOTO
Date of Event: 9-17-10	Day of Event Contact Number:
PAC or Schl: SHS	
Description of Event: REHEARSAL + GRADUATION CEREMONY	

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 balanced 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 & genie lift; 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 Boundry Microphones	lays flat on floor or table; supercardioid condensor	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	Front	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				
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				

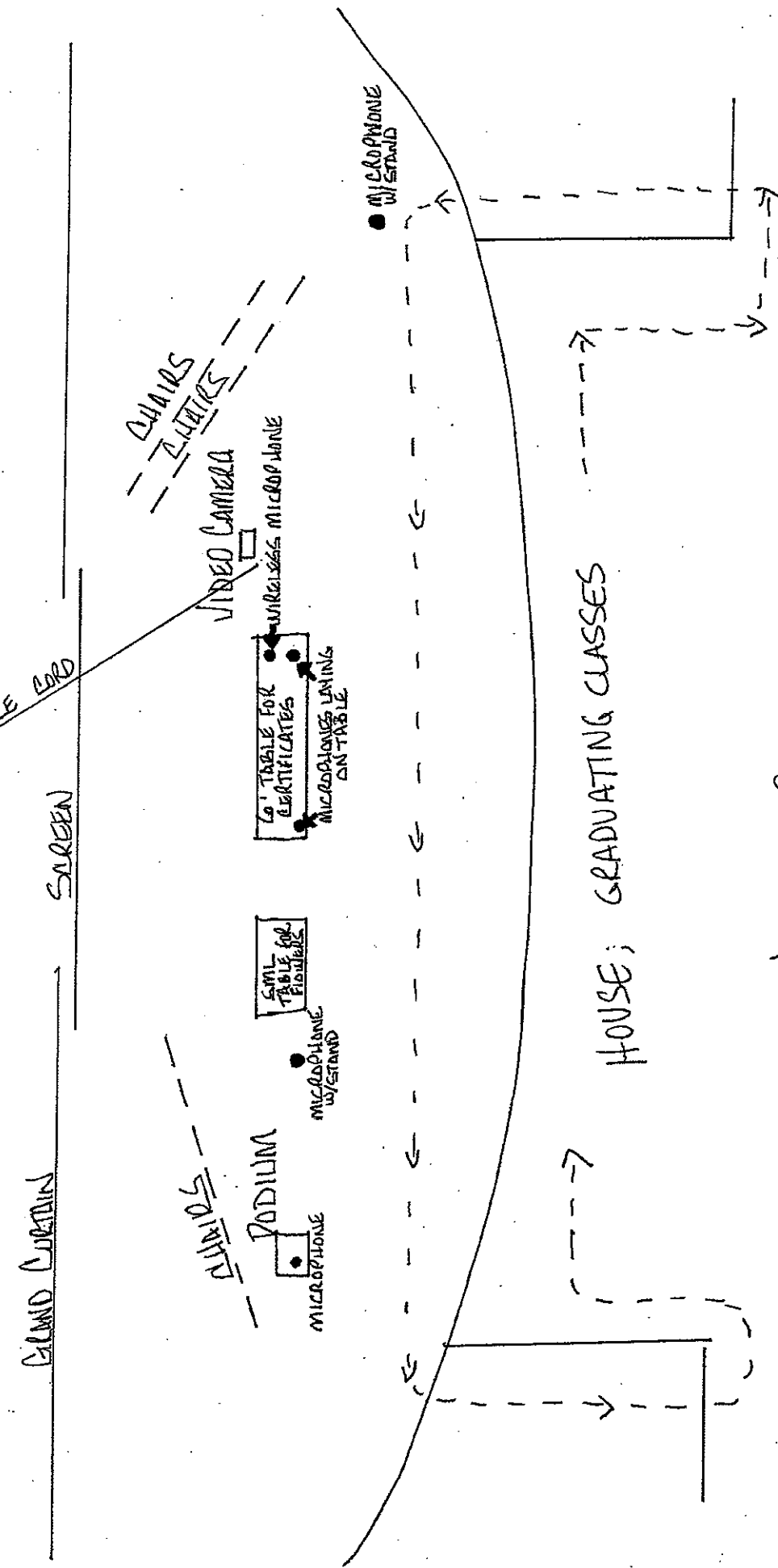
(gen. used for musical feedback) *cannot accept MP3 formatted disks

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

MOVE PROJECTOR TO BACK OF STAGE FOR DIRECT/LIVE FEED TO VIDEO. SEE LAYOUT
ROUND TABLES IN GREEN ROOM ON GRAD. DAY.

* WIRELESS AIR
 COMPUTER
 * ~~WIRELESS AIR~~
 * ~~COMPUTER~~
 PROJECTOR AT BACK OF STAGE

HALF STAGE SET



HOUSE; GRADUATING CLASSES

SEATTLE JAPANESE SCHOOL GRADUATION SET-UP