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NOV 15 2011

BUILDING USE APPLICATION

APPLICATION NO.

Bellevue School District

12037 NE 5th Street, Bellevue, WA 98005; 425-456-4500

C15411

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 through 9500.4.

PART I - APPLICANT INFORMATION

Name/Organization: India Assoc. of Western WA (IAWW) School Requested: Interlake Commons
Contact Person: Karen Braitmayer Rooms Needed: Auditorium, lobby, green room and restrooms
Billing Address: 4022 29th Ave W, Seattle, WA 98109
E-mail Address: kbraitmyr@mac.com
Daytime Phone: 206-940-8962
Dates: Saturday, 2 - 10 PM January 28, 2012
Day(s) of the Week: M T W TH F SA SU
Time Entering Building: 2 PM Performance Start Time: 4 PM
Time Leaving Building: 10 PM Performance End Time: 9 PM

Event Description: Republic Day Celebration: Cultural music & dance performances for Indian community

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.

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.

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.

ACCEPTANCE OF TERMS: [Signature] CK# 6819 attached TODAY'S DATE: 11/11/11

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:

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

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

Table with columns for Fee Type, Quantity, Rate, and Total. Rows include Facility Fee (Room(s) Commons, Performing Arts Center), Supervision (Site, School Tech, Other), Technician, and Custodial (M-F, Weekend) fees.

Check#: 6819 Check Amount: 20.00 SENT TO ACCT FOR POS

School Signature: Date:

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: REPUBLIC DAY		Day of Event Contact Name: KAREN BRAITMAYER					
Date of Event: 1/28/12	PAC or Schl:	Day of Event Contact Number: 206 940 8962					
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 & 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	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)