



BUILDING USE APPLICATION

APPLICATION NO.

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

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.

PART I - APPLICANT INFORMATION

Name or Organization to be Invoiced, Responsible Person/Department, Billing Address, E-mail Address, School or location being requested, Rooms Needed, Dates, Day(s) of the Week

Non-Profit? YES/NO, Primary Use: ADULT/YOUTH, Food Being Served? YES/NO, Anticipated Attendance, Time Entering Building, Time Leaving Building, Event Start Time, Event End Time

Description of Event

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.

INSURANCE: Applicants agree by their signature below to hold the Bellevue School District harmless as a result of their use. Prior to application approval, users may also be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage of at least \$1 million combined single limit bodily injury and property damage.

ACCEPTANCE OF TERMS: TODAY'S DATE: APPLICANT SIGNATURE

Credit Card Payment Information: Name on Credit Card, Credit Card #, Exp. Date, Verification Code, Credit Card Mailing Address, City, State, Zip, Signature, Date

FACILITIES USE ONLY: PART II - FEES ESTIMATE

Table with columns for Classification (1-4), Certificate of Insurance received YES/NO, and various fee categories like Facility Fee, Season/Session, Supervision, Technician, Custodial, and Other. Includes a TOTAL row at the bottom.

SPECIAL INSTRUCTIONS: Room Fees waved for Wednesday PM After School Programs, Check#, Check Amount, POS Receipt No.

School Signature: (Insures custodial staffing arrangements will be made if required), Facility Use Approval (Indicates event has been approved by the District)

AGREEMENT

The signatory hereby makes application to Bellevue School District No. 405, for the use of school facilities described on this document and certifies that the information given in the application is correct. The signatory further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of the Board of Education and the Principals of the School in which the facilities are requested. The applicant agrees to exercise the utmost care in the use of the school premises and property and to save the Bellevue School District harmless for all liability resulting from the use of said facilities. The applicant further agrees to reimburse the Bellevue School District for any damage arising from the applicant's use of said facilities.

NOTICE TO USER OF SCHOOL FACILITIES: Individuals and groups involved in certain moderate and high-risk uses, (i.e. sports practice, sport clinics, etc.) especially when involving students from Bellevue School District, are required to supply a certificate of insurance indicating full liability coverage (with the Bellevue School District listed as an additional insured) of at least \$1,000,000.00 with a reputable insurance firm.

RULES AND REGULATIONS GOVERNING AFTER-SCHOOL USE OF BUILDING AND FACILITIES (See 9500 and Procedures 9500.1, 9500.3 and/or 9500.4 for more information).

1. A paid school district employee must always be in the building during the use of the facilities requested.
2. Approval will not be granted for any meeting or activity which may in any way be prejudicial to the best interest of the schools or for which satisfactory sponsorship and adequate adult supervision is not provided. This shall include proper police and fire protection when and where necessary.
3. Use of building is cancelled when building is closed by emergency and due to inclement weather.
4. Approved applications for the use of school facilities shall be revocable and shall not be considered as a lease.
5. Facilities used shall be limited to those specified on the application.
6. No decorations or the application of materials to walls or floors will be allowed without the express permission of the building principals.
7. Profane language, weapons, possession of or use of intoxicating liquor, drugs or narcotics, use of any tobacco products, disruptive conduct, betting and/or other forms of gambling shall not be permitted on any school property including buildings and grounds.
8. Gym, tennis or other appropriate shoes shall be required for all activity-type games which occur on surfaces which would be damaged without such shoes.
9. Folding chairs and tables are to be erected and stored by the group using school facilities.
10. Applicants are required to remove at their expense, materials equipment, furnishings, or rubbish left after use of school facilities. It is assumed that the District will provide for normal janitorial services in connection with the use of buildings or grounds.
11. PTSA/PTA/Booster groups conducting fundraisers, either in conjunction with District ASB events or with the support of students, are required to complete a joint ASB/SSO (student support organization) Event Agreement in addition to completing this BSD Building Use Agreement. Contact your athletic director or school office staff for additional information.
12. Wireless internet service is available at all schools except during school hours when school is in session.
13. Non-discrimination. To the extent consistent with applicable law, the applicant, in the policies and practices, does not discriminate against any person on the basis of race, color, religion, national origin, disability, age, marital status, sexual orientation, or sex.

CONDITION OF USE

If at any time you decide to discontinue use of the facility, please contact the District immediately (425-456-4500). If you fail to contact our office, you will continue to be charged for the time the building has been scheduled for your use.

Approval of this application is granted upon the expressed provision that the above-named group, using the facilities of the Bellevue School District No. 405 and/or their legal representatives, successors and assigns, 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 using directly or indirectly out of user's use of the school facilities.

Revised 1/1/2013