



**ORGANIZATION:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**PRIMARY CONTACT NAME:** \_\_\_\_\_ **NON-PROFIT ID#:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**ALTERNATE CONTACT NAME:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**NAME OF FACILITY:** \_\_\_\_\_ **ROOM(S):** \_\_\_\_\_

**DATE(S) REQUESTED (Attach separate sheet if needed):** \_\_\_\_\_

**TIME REQUESTED (Must include setup & cleanup time):** \_\_\_\_\_ **TO** \_\_\_\_\_ **TOTAL HOURS:** \_\_\_\_\_

**TYPE OF ACTIVITY/USE:** \_\_\_\_\_

**EVENT TIME (Guest arrival and departure):** \_\_\_\_\_ **TO** \_\_\_\_\_

**IS THE EVENT?**  Private (have a guest list, know who is attending or limited to a set number of people) **OR**  
 Public (public is invited through word-of-mouth, flyers, or media advertising)

**ANTICIPATED MAXIMUM ATTENDANCE?** Total: \_\_\_\_\_ **By Age Groups:** ADULTS \_\_\_\_\_ CHILDREN \_\_\_\_\_

**AGREEMENTS**

The undersigned hereby makes application to City of Bellevue for use of the Parks & Community Services facility described above and certifies that the information given in the application materials is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules, regulations, policies and procedures of the City of Bellevue and Parks & Community Services Department. The applicant assumes responsibility for the conduct of their guests and/or contractors associated with or attending the event. The applicant agrees to exercise the utmost care in the use of the premises and property and to hold the City of Bellevue harmless from all liability resulting from the use of said facilities. The applicant further agrees to reimburse the City of Bellevue for any damage arising from the applicant's use of said facilities. The applicant signing this agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental period. **The applicant agrees to comply with all applicable COVID-19 safety requirements and guidelines as issued by the Governor's Office, Department of Health, or other state or local authority, and to comply with all applicable COVID-19 safety requirements and guidelines identified by the City or set out in any relevant facility plan. The applicant is responsible for notifying all guests and/or contractors associated with or attending the event of the City's guidelines as well as all applicable COVID-19 safety requirements and guidelines. The applicant understands that failure to follow any terms and conditions may result in termination or suspension of rental.**

I have read, understood, and agree to comply with all procedures in the City of Bellevue's Facility Rental Guidelines and the Supplemental Form documents for the facility I am requesting to use. I further certify that I am 21 years of age or older.

**SIGNATURE (REQUIRED):** Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to this form, complete and submit Facility Supplemental Form, Credit Card Authorization Form (if applicable), and Indoor Facility Special Use Form (if applicable).

**MAILING ADDRESS:**

City of Bellevue  
 Parks & Community Services  
 Attn: Rentals at (Insert Facility Name)  
 PO Box 90012  
 Bellevue, WA 98009-9012

**RENTAL FACILITY CONTACT INFORMATION:**

(Scan or photograph then email or fax, drop-off may not be available at all sites)

<p><b>Bellevue Botanical Gardens</b>          12001 Main St, 98005  <a href="mailto:BBGRentals@bellevuewa.gov">BBGRentals@bellevuewa.gov</a>          Office 425-452-2750  <i>(reservations available for non-profit organizations only)</i></p>	<p><b>Mercer Slough Environmental Education Center (MSEEC) Douglas Fir Community Room</b>          1625 118<sup>th</sup> Ave SE, 98004  <a href="mailto:MSEECRental@bellevuewa.gov">MSEECRental@bellevuewa.gov</a>          Office 425-452-6914          Fax 425-452-7221</p>
<p><b>Bellevue Indoor Skate Park</b>          14224 NE Bel-Red Rd, 98007  <a href="mailto:SK8@bellevuewa.gov">SK8@bellevuewa.gov</a>          Office 425-452-2722</p>	<p><b>North Bellevue Community Center</b>          4063 148<sup>th</sup> Ave NE, 98007  <a href="mailto:NBCC@bellevuewa.gov">NBCC@bellevuewa.gov</a>          Office 425-452-7681          Fax 425-882-1968</p>
<p><b>Bellevue Youth Theatre</b>          16051 NE 10<sup>th</sup> St, 98008  <a href="mailto:BYT@bellevuewa.gov">BYT@bellevuewa.gov</a>          Office 425-452-7155</p>	<p><b>Northwest Arts Center</b>          9825 NE 24<sup>th</sup> St, 98004  <a href="mailto:NWAC@bellevuewa.gov">NWAC@bellevuewa.gov</a>          Office 425-452-4106          Fax 425-452-2051</p>
<p><b>Crossroads Community Center</b>          16000 NE 10<sup>th</sup> St, 98008  <a href="mailto:CCC@bellevuewa.gov">CCC@bellevuewa.gov</a>          Office 425-452-4874          Fax 425-452-7854</p>	<p><b>South Bellevue Community Center</b>          14509 SE Newport Way, 98006  <a href="mailto:SBCC@bellevuewa.gov">SBCC@bellevuewa.gov</a>          Office 425-452-4240          Fax 425-452-7912</p>
<p><b>Highland Community Center</b>          14224 NE Bel-Red Rd, 98007  <a href="mailto:HCC@bellevuewa.gov">HCC@bellevuewa.gov</a>          Office 425-452-7686</p>	<p><b>Tyee Community Gym</b>          13630 SE Allen Rd, 98006  <a href="mailto:TyeeGymRental@bellevuewa.gov">TyeeGymRental@bellevuewa.gov</a>          Office 425-452-6914          Fax 425-452-7221</p>
<p><b>Lewis Creek Visitor Center (LCVC)</b>          5808 Lakemont Blvd, 98006  <a href="mailto:LewisCreekRental@bellevuewa.gov">LewisCreekRental@bellevuewa.gov</a>          Office 425-452-6914          Fax 425-452-7221</p>	