

INDOOR FACILITY USE REQUEST FORM

parks.bellevuewa.gov/rentals/

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 lieu of my signature, I certify that I have an account with Bellevue Parks & Community Services and that by providing my User ID# _____ I am acknowledging I am the holder of the account and agree to all the terms listed above.

CITY USE ONLY: USER ID: _____ RENTAL #: _____

UPDATED 5/4/21

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)

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