South Bellevue
Community Center

RENTAL GUIDE

14509 SE Newport Way
Bellevue, WA 98006

To Schedule Contact:
Phone: 425-452-4240
sbcc@bellevuewa.gov

Parks & Community Services
P.O. Box 90012 | Bellevue, WA 98009
BellevueWA.gov

For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-4240 (voice) or email sbcc@bellevuewa.gov. For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

"Everything was great and many of the guests were extremely impressed with the venue and had nothing but great things to say. The staff were very helpful and did a fantastic job at helping us with everything. We will be having more events there in the future, ourselves, and I bet you'll see more from the guests that were there. Thank you for making it such a special day."

BOYS & GIRLS CLUBS OF BELLEVUE

"A partnership for a healthy community"

If you are planning an event at South Bellevue Community Center, our experienced staff will provide **excellent customer service** and **personalized attention** specific to each event.

SBCC offers **beautiful** and **affordable** rental options for many kinds of events, including banquets, athletics, meetings, and more!

Included in the Rental Packet, you will find helpful information and answers to many common questions. Please read through this information and visit our website to assist you in planning a successful and enjoyable event for all your guests!

Wedding photo by Joshua Gene

SOUTH BELLEVUE COMMUNITY CENTER RENTAL FEES

Building Hours	Rental Hours
Monday-Thursday: 6 a.m.-9 p.m.	Monday-Thursday: 6 a.m.-8 p.m.
Friday 6 a.m.-8 p.m.	Friday: 6 a.m.-12 a.m.
Saturday: 8 a.m.-5 p.m.	Saturday: 8 a.m.-12 a.m.
Sunday: 8 a.m.-5 p.m.	Sunday: 8 a.m.-10 p.m.

Notes:

- Rental times need to include set-up and take-down time.
- Three-hour minimum applies to all after-hour rentals.
- 30% off regular rate for non-profit groups with proof of 501(c)3 status.

RENTAL FEES

Room	Square Feet	Capacity	Hourly Rate
Community Room A & B *	2,400	150	$170
Community Room A or B	1,200	75	$90
Classroom 1	450	28	$50
Classroom 2	450	28	$50
Gym A & B	12,000	400	$150
Gym A or B	6,500	200	$80
Kitchen	400	8	$50
Studio	1,200	50	$65
Climbing Wall		12	$90

*Both Community Room A & B must be rented together between 5 p.m. Friday and 10 p.m. Sunday.

Special Uses:

If you are hiring a company to provide on-site catering, music entertainment, games and/or additional equipment, a permit is required and must be approved in advance. Complete details can be found in the Facility Rental Guidelines.

Submit the Indoor Facility Special Use Form (BellevueWA.gov/sites/default/files/media/pdf_document/2026/indoor-facility-special-use-form.pdf) as soon as hired companies have been selected. Deadline to meet requirements is 21 days prior to event date.

ADDITIONAL CHARGES

Cleaning Fee:

If additional cleaning is required after rental ..... $110/hr (plus overtime charges)

Overtime Charges:

Billed at twice the hourly rental fee, including the facility staff fees, at 15-minute increment.

Facility Staff:

Required for all after-hours rentals and anytime on Saturday & Sunday $30/hr

Note: Additional staffing fees may be required for large groups, groups serving alcohol and other groups at the facility's discretion.

Linen Rentals:

Table linens.....$4.00/ea

Napkins .....$.50/ea

Note: We require 3 weeks' notice to secure linens.

Equipment:

Sound system..... $30.00

Projector..... $30.00

Meeting Owl..... $30.00

Cancellation Fee:

Minimum $35 up to 100% of rental fees.
See Cancellation and Rescheduling Policy in the **Facility Rental Guidelines**.

ADDENDUM TO THE FOLLOWING FACILITY RENTAL GUIDELINES FOR SOUTH BELLEVUE COMMUNITY CENTER

Set-Up & Take Down – page 8

- Table and chair carts are available to quickly move tables and chairs.
- Table coverings are not required but encouraged for ambiance. See Linen Order Form for details.

Food & Beverages – page 10

- The catering kitchen is included with all Community Room rentals. The kitchen offers: six-burner gas range and oven, two compartment warmer, two large hot-plates, dishwasher/dish soap, ½ four- shelf refrigerator and ½ four-shelf freezer.
- Please note the oven at SBCC is small and great for warming up small precooked dishes but not for cooking large amounts of food. Please come with food prepared.

Beverages – page 11

- Alcohol is only available after operating hours.
- The Facility Manager, or designee, will determine the appropriate staffing level of your event based on the number of guests, age of guests, type of event, and whether alcohol is served.

Decorations – page 9

Helium balloons are not permitted in SBCC. Ceilings are too high and lost balloons will set off the alarm after hours.

Flammable Materials & Barbeques – page 10

Gas barbeques are permitted at SBCC, but must be placed away from the building; outside the gate in front of the dumpster.

Bellevue Parks & Community Services

FACILITY RENTAL GUIDELINES

BellevueWA.gov/sites/default/files/media/pdf_document/2026/pcs-facilityrentalguidelines.pdf

RENTAL FACILITY CONTACT INFORMATION

Location	Contact Information
Bellevue Botanical Gardens 12001 Main St, 98005 (reservations available to non-profit organizations only)	BBGRentals@bellevuewa.gov 425-452-2750
Bellevue Youth Theatre 16051 NE 10th St, 98008	BYT@bellevuewa.gov 425-452-7155
Crossroads Community Center 16000 NE 10th St, 98008	CCC@bellevuewa.gov 425-452-4874
Highland Community Center 14224 NE Bel-Red Rd, 98007	HCC@bellevuewa.gov 425-452-7686
Lewis Creek Visitor Center (LCVC) 5808 Lakemont Blvd, 98006	LewisCreekRental@bellevuewa.gov 425-452-6914
Mercer Slough Environmental Education Center (MSEEC) Douglas Fir Community Room 1625 118th Ave SE, 98004	MSEECRental@bellevuewa.gov 425-452-6914
North Bellevue Community Center 4063 148th Ave NE, 98007	NBCC@bellevuewa.gov 425-452-7681
Northwest Arts Center 9825 NE 24th St, 98004	NWAC@bellevuewa.gov 25-452-4106
South Bellevue Community Center 14509 SE Newport Way, 98006	SBCC@bellevuewa.gov 425-452-4240
Tyee Community Gym 13630 SE Allen Rd, 98006	TyeeGymRental@bellevuewa.gov 425-452-6914

INTRODUCTION

Thank you for your interest in renting an indoor Bellevue Park facility. This rental guide provides the essential information needed to make a Bellevue park facility reservation.

FACILITIES & AVAILABILITY

Looking for a place to have a business meeting, class, or social gathering such as a wedding, reception, anniversary, birthday party or memorial? Compare facilities to determine which one(s) might work best for the event.

- Facility information and photos are posted online at: BellevueWA.gov/city-government/departments/parks/rentals/indoor-rentals
- For additional facility information or to check availability, contact the facility via email or phone

SITE VISIT

The Renters are encouraged to visit the facility prior to making a reservation to ensure it meets needs and capacity. Please contact the facility to make an appointment, subject to staff and facility availability.

A second visit may be required after the reservation is scheduled, to receive a facility orientation and more detailed pre-reservation-related information.

WHEN TO RESERVE

Some indoor facilities may be reserved up to 11 months in advance (12 months in advance for those who reside or have a business within the city limits of Bellevue). Please reserve a minimum of 30 days in advance to ensure staffing.

WHO CAN RESERVE

Primary Contact must be at least 21 years of age or older and be present throughout the entire reservation. The person signing the reservation form is the responsible party in case of damage, theft, or disturbance.

WHAT TO SUBMIT TO RESERVE

Complete the forms listed below, email or drop-off at the facility. For rentals at LCVC, MSEEC, or Tyee Gym, the drop-off location is Bellevue City Hall, rather than at the actual facility. Forms are available online on each facility's webpage at BellevueWA.gov/city-government/departments/parks/rentals/indoor-rentals

- Indoor Facility Use Request Form
- Facility Supplemental Form

- Credit Card Authorization Form
- Indoor Facility Special Use Form (if applicable)

CONFIRMING RESERVATION

After the paperwork and payment is received, the Primary Contact for the reservation will be contacted by email or phone within 5 days regarding the request and to review any special uses, if applicable. Once reservation is approved, a Rental Agreement and receipt will be provided.

RENTAL HOURS

When determining the start and end time to request, consider time needed for deliveries, set-up, decorating, and full clean-up. Overtime charges for hourly rental fee and facility staff fee are billed at twice the hourly rate in a 15-minute increment.

FEES

Rental Fees vary by facility and room. Review online on each facility's webpage at **BellevueWA.gov/city-government/departments/parks/rentals/indoor-rentals**

DISCOUNTS

Non-Profit groups receive a 30% discount off the regular hourly rental rate if proof of non-profit status is provided at the time of booking. Discount applies only to the hourly rental rate and excludes facility staff fees and special use fees.

PAYMENTS

Payment in full is required for reservations made 30 days or less in advance.

The payment schedule for reservations in a single month made more than 30 days in advance is:

- 50% of the hourly rental fee and 50% of the facility staffing fees (if applicable), is due when the request is processed. If assistance is needed with the fee calculations, please contact the facility.
- The remaining 50% of the hourly rental fees and the 50% of the facility staffing fees, are due a minimum of 30 days prior to the rental date.

An extended payment plan is available when requesting multiple months. Payment for the first month will be collected based on the amount of notice listed above. For each additional month requested, $35 of the hourly rental fee will be due when the request is processed. The remainder of each month's fees will be due a minimum of 30 days prior to the first reservation of the month.

The City accepts cash, checks, money orders, VISA and MasterCard. Requests received with less than 21 days' notice must be paid in the form of cash, money order, Visa, or MasterCard.

The City will determine the appropriate facility staffing level required for the rental. If additional facility staff are deemed necessary, an additional facility staff fee will be added to the rental charges.

CANCELLING OR RESCHEDULING

Cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the reservation will result in a full refund of the hourly rental fees paid, less a $35 administrative fee.
- Cancellations made 14-29 days prior to the reservation will result in a charge of a $35 administrative fee or 50% of the hourly rental fees (whichever is greater).
- Cancellations made 0-13 days prior to the reservation will result in no refund of the hourly rental fees.

Facility staffing fees may be refunded in full if the reservation is cancelled in advance and the City has acknowledged receipt of cancellation email.

Requests to change the time or date of a reservation will be accepted in writing (email is acceptable). Approval is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change. Date changes will be treated as a cancellation and new reservation.

The City, acting in good faith, may cancel the reservation if the facility requested becomes unsafe for the intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the City is under no obligation to provide a refund, but it may do so at its sole discretion. The City will attempt to give the renter reasonable notice of the cancellation.

SET-UP & CLEAN-UP

The renter is responsible for set-up, take-down, and clean up, including moving portable furnishings and rearranging tables and chairs. Refer to the "Facility Inspection Checklist" for a list of tasks that are required to be completed by the end of the reservation.

- All furnishings must be returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged. Some facilities provide chair carts to assist in moving stacked chairs.
- All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials, non-City equipment, decorations and garbage.

- It is the renter's responsibility to properly dispose of trash and leave the facility clean and intact. Table coverings may be required.
- Tables stained during rental will be assessed a cleaning fee.
- At the end of the rental, the renter must complete a "Facility Inspection Checklist" with facility staff.

DECORATING

The following is **allowed** at city park facilities.

- Decorating is allowed during the reservation time.
- Freestanding decorations may be brought into the facility but must be removed by the end of the reservation.
- The use of painters' tape to attach decorations. However, all tape must be removed with the decorations.

The following **may be allowed** with prior approval (check with facility for more information).

- Push pins may only be used to attach decorations to bulletin boards and portable partitions.
- Helium balloons are not permitted at SBCC.

The following is **not allowed** at city park facilities.

- Using staples, nails, or masking, scotch and duct tape to hang decorations.
- Hanging decorations from light fixtures.
- Removing facility displays, art or other items affixed to walls.
- Confetti, glitter, and decorations with these items.
- All fireworks, including sparklers, party poppers, and types like pop-its.
- Fog/smoke machines, dry ice, rice, birdseed, dance wax, etc.
- Balloon releases and sky lanterns (aerial luminaries).
- Dunk tanks, water inflatable rides, pony rides, and trackless trains.

DELIVERY & PICK-UPS

Deliveries and pickups, if any, must be scheduled during the reservation hours. Use main building entrances for loading and unloading, unless otherwise approved. Do not block building entrances or fire lanes.

City staff is not authorized to sign for deliveries.

Due to space and security concerns, items cannot be stored prior to or following the reservation.

FLAMMABLE MATERIALS

The use of flammable materials is regulated by the City of Bellevue's Fire Department. In compliance with the City Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the City of Bellevue and cannot be used at our facilities.

Fuel canisters for warming food, and votive and tea light candles that are contained and will not tip over, are allowed.

BARBECUES AND GRILLS

Self-contained, gas barbecues may be used at facilities that include an outdoor patio area. Please document plans to barbecue on the Supplemental Form, as prior approval is required. Barbecues are not permitted indoors. A grill mat is required to collect grease and spills while in use. Please- dispose of grease away from City of Bellevue facilities.

KITCHEN USE

Kitchens amenities vary between facilities, ranging from just counter space to a full commercial kitchen. Please contact the facility for details. Use of kitchen appliances and/or equipment must be approved during the reservation process. Renters are responsible for the care, condition, and cleaning of any equipment used.

SPECIAL USES - FOOD/CATERING *

Renters may bring in their own food, have food delivered to the facility, or have the event catered by a company. The City of Bellevue allows renters to hire the company of their choice to provide catering for their reservation.

At facilities without a full commercial kitchen, food must be prepared and brought to the facility ready to serve. Caterers are responsible for cleaning any areas used.

Private Events – If planning to bring own food **OR** have it dropped off (delivered) by a company, a special use permit is not required. If the company hired to cater will prepare and/or serve food on site, individually or buffet-style, a special use permit is required*.

Public Events – If planning to give away/sell/serve food items of any kind at the facility, a Public Health - Seattle & King County Temporary Event Permit may be required. If required, please provide a copy of the Temporary Event Permit Application a minimum of 30 days prior to the reservation. Once approved, please provide a copy of the approved Temporary Event Permit.

SPECIAL USES – ENTERTAINMENT OR GAMES *

To have a company or an individual provide other forms of entertainment or games during the reservation i.e. DJ, musicians, game truck, face painter, bubble soccer, magician, animal show, photo booth etc..., a special use permit is required*.

SPECIAL USES – RENTAL EQUIPMENT *

To have a company provide additional equipment for the reservation i.e. chairs, tables, decorations, staging, etc..., a special use permit is required*.

- A copy of the equipment order from the company is required.
- All equipment must be delivered and picked up during the reservation time.

SPECIAL USES – VEHICLE ACCESS *

If a company hired requires vehicle access beyond the parking lot to get closer to the facility, a special use permit is required*.

* To have any special uses, the Indoor Facility Special Use Form is required. Submit form as soon as company has been selected. City staff may work directly with company to meet requirements. Deadline to meet requirements is 21 days prior to reservation date. Indoor Facility Special Use Form is located on our website at: BellevueWA.gov/sites/default/files/media/pdf_document/2026/indoor-facility-special-use-form.pdf

Not all special uses are allowed. Please check with facility prior to hiring company and submitting form.

ALCOHOL

Alcohol (beer, hard cider, wine, and champagne) is allowed at indoor facilities. Exception: Alcohol is not permitted at the Tyee Community Gym and, in some cases, may not be permitted at other facilities during regular operating hours. Please contact the facility for details.

To serve and/or sell alcohol during the reservation, the following permits are required. Copies of these permits must be submitted a minimum of 14 days prior to the reservation.

- Washington State Liquor & Cannabis Board (WSLCB) - Banquet Permit or Special Occasion License
- Alcohol Server's Class 12 Mixologist Permit

Be advised of the following policies regarding serving or selling alcohol:

- Alcohol service is limited to beer, hard cider, wine, and champagne packaged in bottles or cans. **Hard liquor and beer kegs are not allowed.** Alcohol must be served and consumed in the area designated by the facility staff.

- A permitted alcohol server, at least 21 years of age, is required for all reservations involving alcohol. The renter is responsible for providing the permitted alcohol server for the reservation. The alcohol server must show their permit to facility staff on site the day of the reservation. All alcohol is to be served by the permitted alcohol server. **Self-service of any type and privately provided alcohol, including flasks, are not allowed.**
- A WSLCB Banquet Permit is required to serve alcohol and the WSLCB Special Occasions License to sell alcohol. The original copies of these permits must be posted in a conspicuous location near the serving area during the reservation.
- The renter is responsible for the conduct and behavior of the guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of 1 hour prior to the end time of the reservation as specified on the Rental Agreement.
- City staff will determine the appropriate facility staffing level required for the reservation. If additional staff is necessary, an additional Facility Staff Fee will be added to the rental charges.
- Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a police citation, immediate shut down of the rental, forfeiture of fees paid, and/or additional fees and penalties.

PARKING

Parking at most parks facilities is limited and only available on a first-come, first-serve basis. All groups are encouraged to carpool. An alternative parking plan may be requested by the facility depending on the size and nature of the event.

SMOKING

City of Bellevue indoor facilities are smoke and tobacco free. If anyone City of Bellevue indoor facilities are smoke and tobacco free. If anyone wishes to smoke, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building per WA RCW 70.160 Smoking in Public Places apps.leg.wa.gov/RCW/default.aspx?cite=70.160. The City of Bellevue reserves the right to enforce state law, and in its sole discretion may call the police, terminate the reservation, or take other steps to ensure compliance with the law. The renter is responsible for ensuring that outdoor areas are clear of all smoking debris by the end of the reservation. **Smoking is not permitted anywhere on site at the Tyee Community Gym.**

CITY CODES, POLICIES AND ORDINANCES

All relative City of Bellevue Codes & Ordinances will be in effect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc...per the Parks and Recreation Facilities Code bellevue.municipal.codes/BCC/3.43#3.43.

During the rental of City facilities, renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The City of Bellevue reserves the right to terminate the reservation if City staff, in good faith, perceives that the renter or guests pose a risk to the safety of persons or property or that the renter or guests are violating local, state, or federal laws. Upon verbal notice from City staff or the police that the rental is being terminated, the renter and guests must leave the premises immediately, and the renter will not receive a refund of fees paid. The renter will be responsible for the prompt removal of any personal items brought to the facility.

Noise volume must be contained within the boundaries of the park/building. This rule will be strictly enforced by the Facility Staff. If the renter fails to comply with this rule, the police may be called, and the renter may be issued a Civil Noise Infraction.

The City will not be liable for any personal injuries or damage to personal property. Please see the agreement section of the Facility Use Request Form.

Items not included within these guidelines will be determined on a case-by-case basis.

RIGHTS & PRIVILEGES

- Only the room(s) specified on the Rental Agreement will be available for use.
- Bring the Rental Agreement to the facility as proof of the room(s) and time reserved. The facility will be open for use based on this information.
- The facility may be reserved to multiple groups on the same date. Please do not enter the facility until the reservation start time, and attendees should depart on time.

RENTER'S RESPONSIBILITY

The Primary Contact must be in attendance and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Minors must have adequate adult supervision.
- Ensure everyone attending is following City Codes, Policies and Ordinances.

- The room and facility (including outside) are left in a clean and orderly condition per the "Facility Inspection Checklist."
- Use of the area does not exceed the scheduled time and no additional facility staff time is required.
- The area and its contents, including equipment are accounted for and undamaged.
- All rules and procedures governing alcohol consumption and smoking are met.
- All rules and procedures governing City of Bellevue facility use are met.

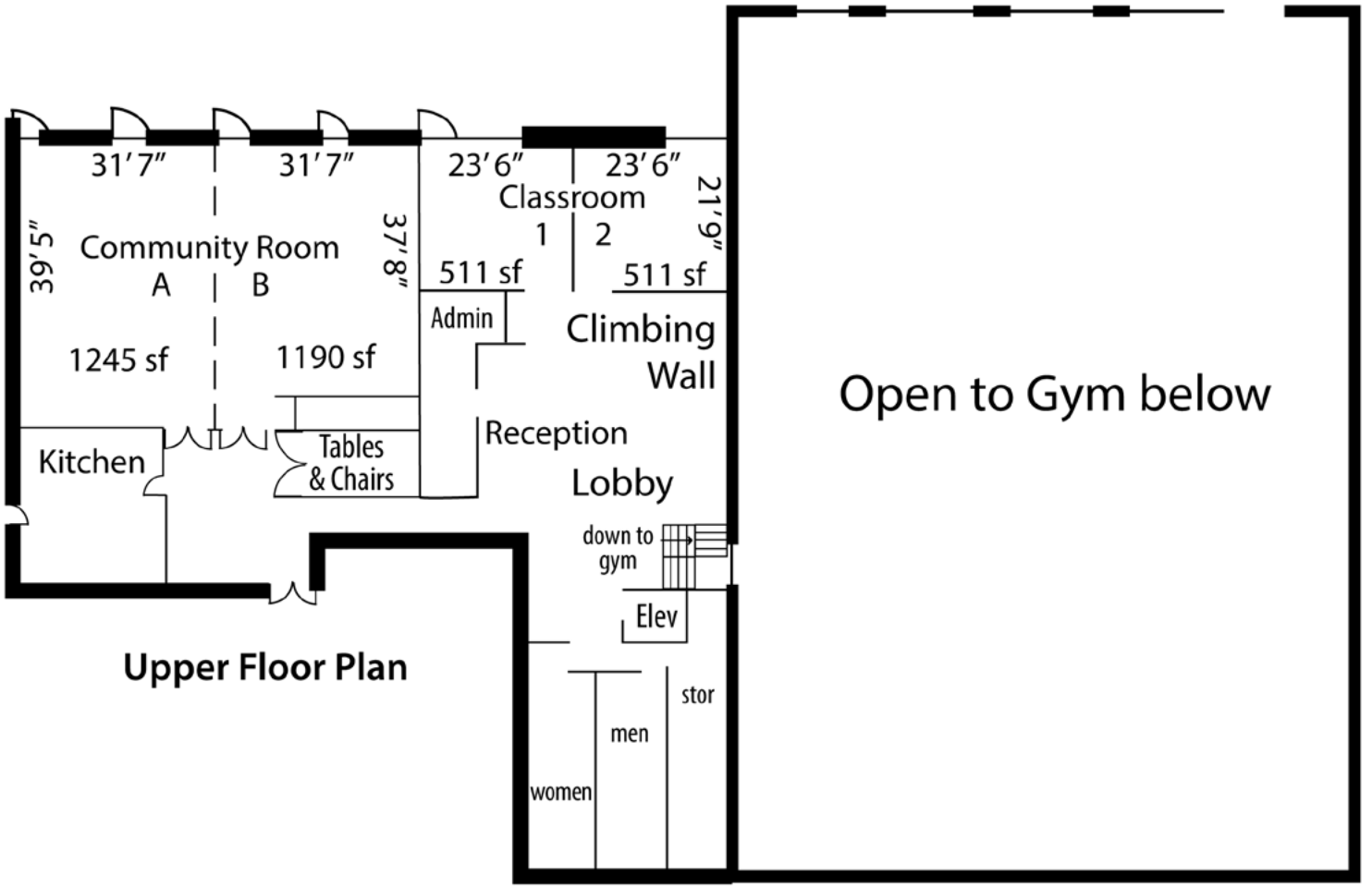
FACILITY STAFF

The Facility Staff is responsible for the following:

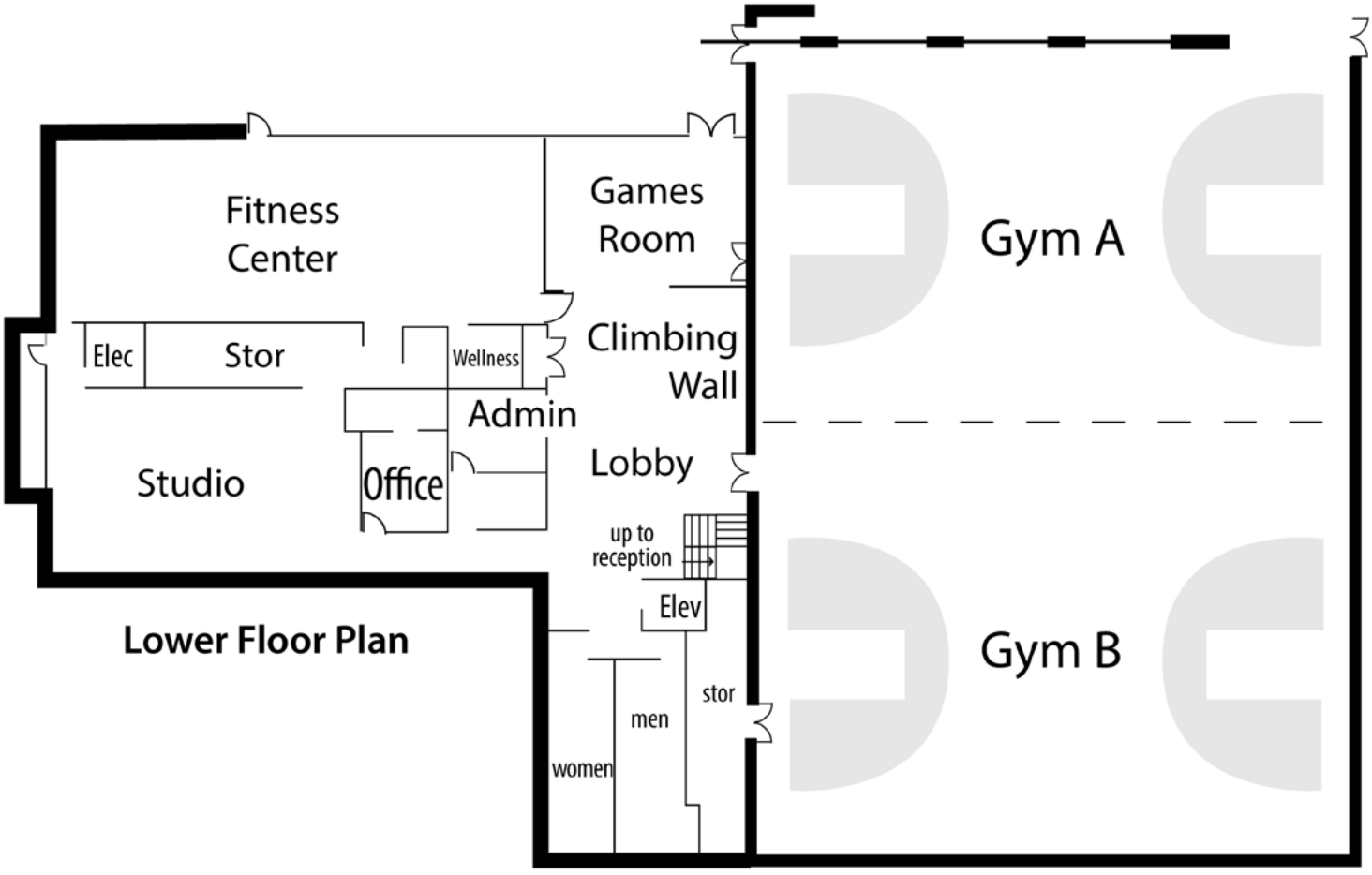
- Open the building/room for the reservation.
- Work closely with the Primary Contact to answer questions and provide direction.
- Assist renter in locating equipment, cleaning supplies and the dumpster.
- Confirm that noise and music remain at an acceptable level.
- Ensure that the reservation ends promptly as listed on the Rental Agreement.
- Inspect facility and equipment for cleanliness, in preparation for the next scheduled use.
- Lock and secure building.
- When necessary, call appropriate security to enforce control.
- Activate 911 Emergency Services, if necessary.

The Facility Staff is **not** expected to do the following:

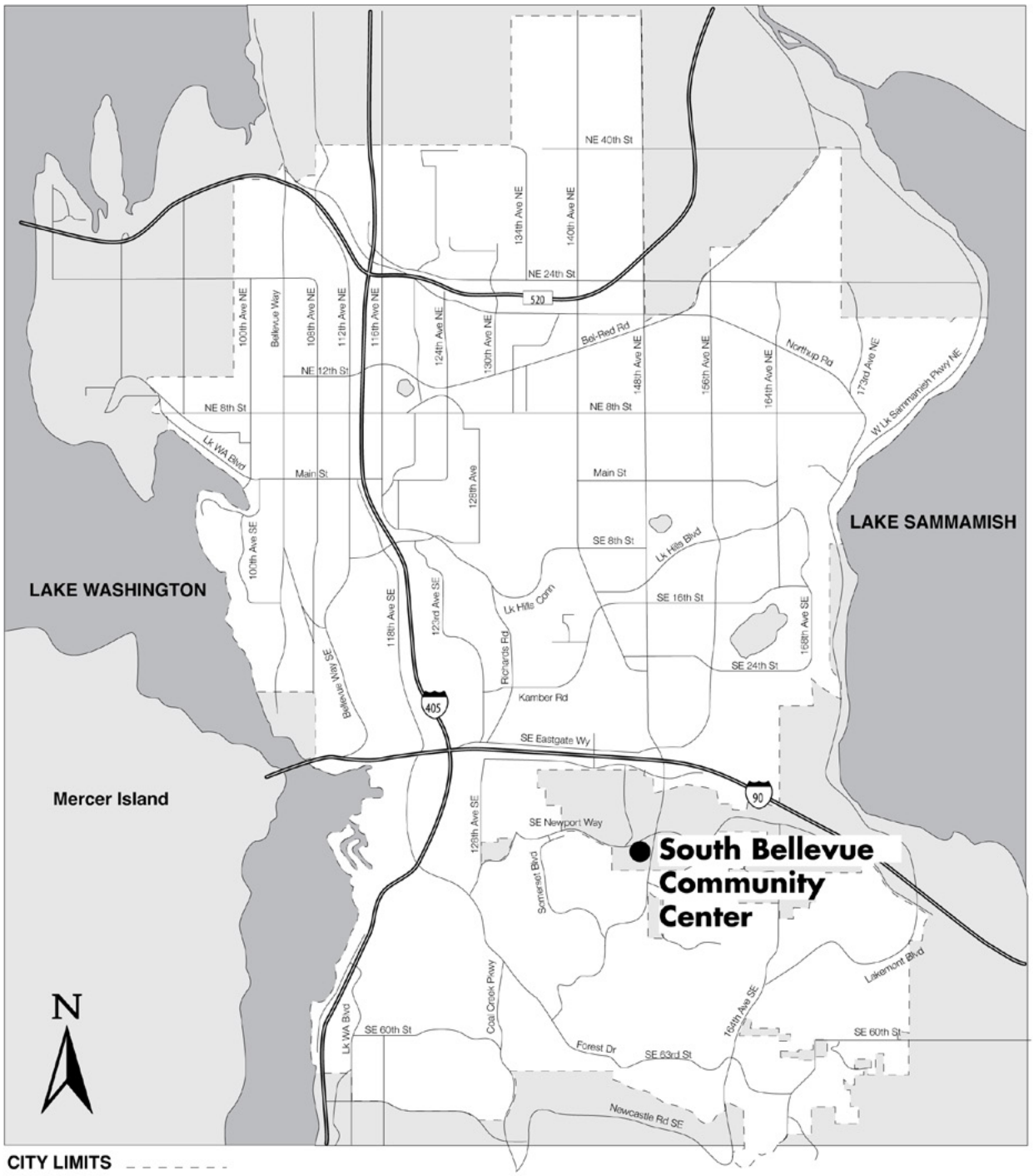
- Act as guardian or security for any personal belongings.
- Assist with set-up, clean-up, or take-down.
- Supervise minors.



Upper Floor Plan



Lower Floor Plan



CITY LIMITS _ _ _ _ _ _ _

Current to 10/97

South Bellevue Community Center, 14509 SE Newport Way:

From I-90 East; take exit 11; turn right on 150th Ave. SE, turn right onto SE Newport Way and the park is on your left side. (south)

From I-90 West; take exit 11 and merge left onto 150th Ave SE; turn right at SE Newport Way and the park is on your left side. (south)

CITY OF BELLEVUE WASHINGTON

PCS-26-72868