

# Facility Rental Information



City of Bellevue  
Parks & Community Services Department  
P.O. Box 90012, Bellevue, WA 98009-9012  
[www.bellevuewa.gov](http://www.bellevuewa.gov)



This information will be provided in alternate formats for individuals with disabilities upon request. Assistance for the deaf and hard of hearing can be provided through the 711 Telecommunications Relay Service.

## **FACILITY CONTACT INFORMATION**

Bellevue Aquatic Center 601 – 143 <sup>rd</sup> Ave. NE, 98007	<a href="mailto:Aquatics@bellevuewa.gov">Aquatics@bellevuewa.gov</a> 425-452-4444
Bellevue Skate Park 14224 NE Bel-Red Rd., 98007	<a href="mailto:SK8@bellevuewa.gov">SK8@bellevuewa.gov</a> 425-452-2722
Bellevue Youth Theatre 16661 Northup Way, 98008	<a href="mailto:BYT@bellevuewa.gov">BYT@bellevuewa.gov</a> 425-452-7155
Crossroads Community Center 16000 NE 10 <sup>th</sup> St., 98008	<a href="mailto:CrossroadsRental@bellevuewa.gov">CrossroadsRental@bellevuewa.gov</a> 425-452-4874
Highland Community Center 14224 NE Bel-Red Rd., 98007	<a href="mailto:HCC@bellevuewa.gov">HCC@bellevuewa.gov</a> 425-452-7686
Lake Hills Clubhouse 15230 Lake Hills Blvd., 98007	<a href="mailto:LakeHillsRental@bellevuewa.gov">LakeHillsRental@bellevuewa.gov</a> 425-452-6914
Lewis Creek Visitor Center 5808 Lakemont Blvd., 98006	<a href="mailto:LewisCreekRental@bellevuewa.gov">LewisCreekRental@bellevuewa.gov</a> 425-452-6914
Mercer Slough Environmental Education Center Community Room 1625 118 <sup>th</sup> Ave SE, 98004	<a href="mailto:MSEECRental@bellevuewa.gov">MSEECRental@bellevuewa.gov</a> 425-452-6914
North Bellevue Community Center 4063 148 <sup>th</sup> Ave NE, 98007	<a href="mailto:NBCC@bellevuewa.gov">NBCC@bellevuewa.gov</a> 425-452-7681
Northwest Arts Center 9825 NE 24 <sup>th</sup> St., 98004	<a href="mailto:NWAC@bellevuewa.gov">NWAC@bellevuewa.gov</a> 425-452-7150
Robinswood Tennis Center 2400 - 151 <sup>st</sup> Pl. SE, 98007	<a href="mailto:RobinswoodInfo@bellevuewa.gov">RobinswoodInfo@bellevuewa.gov</a> 425-452-7690
South Bellevue Community Center 14509 SE Newport Way, 98006	<a href="mailto:SBCC@bellevuewa.gov">SBCC@bellevuewa.gov</a> 425-452-4240
Tyee Community Gym 13630 SE Allen Rd., 98006	<a href="mailto:TyeeGymRental@bellevuewa.gov">TyeeGymRental@bellevuewa.gov</a> 425-452-6914
Winters House 2102 Bellevue Way SE, 98004	<a href="mailto:WintersRental@bellevuewa.gov">WintersRental@bellevuewa.gov</a> 425-452-6914

## **RESERVATIONS**

Booking a facility is easy. Just follow these 3 simple steps:

1. **Determine which facility best suits your needs.**

- Online – View more information about each facility on our website at [http://www.bellevuewa.gov/facility\\_rentals\\_indoor.htm](http://www.bellevuewa.gov/facility_rentals_indoor.htm)
- By Telephone - Call the number listed for your preferred facility.
- In Person – Call ahead, schedule a visit to the facility.
- By Email – Send an email to your preferred facility.

2. **Complete the paperwork and submit your request.**

Complete the forms listed below and mail, fax, email or deliver them in person to the facility. Forms may be found by selecting a facility listed under **Indoor Rental Information** on our website at [http://www.bellevuewa.gov/facility\\_rentals\\_indoor.htm](http://www.bellevuewa.gov/facility_rentals_indoor.htm).

- Facility Use Request Form
- Facility Use – Supplemental Form
- Catering Application (if applicable)
- Credit Card Authorization Form (if paying by credit card and want to keep on file for future billing)

3. **Finalize your reservation.**

Once we receive your paperwork and payment, we will contact you by phone or email within one business day to confirm your reservation, review any special requests, and finalize your reservation.

Indoor facilities may be reserved up to 11 months in advance of your event. Note: Bellevue residents may reserve indoor facilities up to 12 months in advance. To assure appropriate staffing for your event, it is recommended that you make reservations a minimum of 30 days prior to your event. All applicants must be at least 21 years of age or older and must be present throughout the entire use of the facility. The person signing the reservation form will be considered the responsible party in case of damage, theft, or disturbance during facility use. All minors must have adequate adult supervision.

When booking your event, you must include enough time needed for delivery of any supplies, to set-up and decorate, and for clean-up. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate. Only those rooms specified in the rental agreement will be available for your use on the day of your event.

## **RENTAL FEES & PAYMENT**

Payment of 50% of the hourly rental fee and other fees, if applicable, such as rental monitor, catering, rental equipment, etc. are due when your reservation is booked. Calculate this fee by completing the "Rental Fee Calculation Worksheet". If you need assistance with the fee calculations, please contact the facility.

The remaining 50% of the hourly rental fee, the security deposit, and other applicable fees are due a minimum of 30 days prior to the rental date.

A payment plan is available for multiple date users.

We accept cash, checks, money orders, VISA and MasterCard. Requests received less than 14 days prior to event must pay in the form of cash, Visa, or MasterCard.

Facility Rental Fees may be found by selecting a facility listed under **Indoor Rental Information** on our website at [http://www.bellevuewa.gov/facility\\_rentals\\_indoor.htm](http://www.bellevuewa.gov/facility_rentals_indoor.htm).

The facility staff will determine the appropriate staffing level required for your event. If additional staff are deemed necessary, an additional Rental Monitor Fee will be added to your rental charges.

Non-Profit groups will receive a 30% discount off of the regular rental rate provided the group is a 501 (c) (3) organization and can provide proof of non-profit status at the time of booking. Discount applies only to the hourly rental rate and excludes staffing fees, catering fees and security deposits.

## **SECURITY DEPOSITS**

In addition to the rental fees, all facility rentals are charged a security deposit. The security deposit amount varies based on the type of use. Refer to the facility's fee schedule for more information.

Security deposits are 100% refundable provided the following conditions are met:

- 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.
- Additional staff time is not required as part of the rental.
- All equipment is accounted for and undamaged, including keys.
- Damage to the area or its contents has not occurred.
- All rules and procedures governing alcohol consumption are met.
- All rules and procedures governing smoking are met.
- All rules and procedures governing City of Bellevue facility use are met.

If the above conditions are not met to the satisfaction of city staff, an appropriate fee will be deducted from the security deposit. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate. If the cost of cleaning and/or repair of the facility exceeds the amount of the security deposit, the rental group will be billed for those additional costs. A Cleaning Fee will be charged for the cleaning time. Repairs needed will be billed at the full replacement cost incurred, including labor charges. The Key Deposit will not be refunded if keys are lost or damaged.

Security deposits paid by credit card will be refunded back to the card within 10 business days. Security deposits paid by cash, money order, or check will be refunded by check within 30 days.

## **HOURS OF OPERATION/ FACILITY AMENITIES**

Facility information may be found by selecting a facility listed under [Indoor Rental Information](http://www.bellevuewa.gov/facility_rentals_indoor.htm) on our website at [http://www.bellevuewa.gov/facility\\_rentals\\_indoor.htm](http://www.bellevuewa.gov/facility_rentals_indoor.htm). You may contact the facility directly for facility amenities, hours, and days of operation.

## **CANCELLATION AND RESCHEDULING POLICY**

All reservation cancellations must be made in writing (email is acceptable).

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

Deposits and other fees will be refunded in full if the reservation is cancelled prior to your event.

Requests to change the time or date of an event will be accepted in writing. Approval for the change 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 your event in circumstances where the facility you requested becomes unsafe for your 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 refund your rental fee or any of your deposits, but it may do so at its sole discretion. The City will attempt to give you reasonable notice of the cancellation.

### **SET-UP & TAKE DOWN**

It is the responsibility of the renter to set-up as desired, including moving portable furnishings and setting up tables and chairs. Please move all furnishings back to their original position before leaving the facility. Use caution when making changes to the room set-up so that floors and walls are not damaged. Some facilities provide chair carts to assist you in moving stacked chairs. Renters are required to use table coverings to protect tables from wet foods and art supplies that may stain tables. Contact the facility for additional details.

The City will not be liable for any personal injuries or damage to personal property resulting from your set-up and take down activities. Please see the agreement section of the Facility Use Request Form.

All items brought into the facility by the renter must be removed by the end of the rental period. Renters must remove all food, materials, non-City equipment, decorations and garbage.

Cleaning of chairs and tables at the conclusion of your event is your responsibility. Where staff is present, you will be provided instructions on cleaning of this equipment. Tables stained as a result of your use will be assessed a cleaning fee.

Your event rental period needs to include the time required for delivery of equipment and supplies and to complete your room set-up, any decorating, and clean up. Be sure to consider this when requesting your event rental time.

Refer to the "Facility Inspection Checklist" for a list of tasks you are required to complete at the conclusion of your event. The general rule of thumb and expectation is to leave the facility in the same or better condition than you found it.

### **PRIOR TO YOUR EVENT**

Please arrange an appointment with facility staff to get a tour, receive a facility orientation, facility inspection checklist, keys (where applicable), and answers to all of your event related questions. Appointments are subject to staff and facility availability.

### **DAY OF YOUR EVENT**

Bring your approved "Facility Rental Contract/Permit" with you on the day of your event.

On the day of your event, the facility will be open to you at the time specified on your Rental Contract/Permit. For rentals with a rental monitor, if the facility is not open and staff has not arrived at the time specified, please contact the Bellevue Parks Answering Service at 425-452-6855. For rentals with a key checked out, remember that facility staff may not be on duty during your event. The facility may be rented to multiple groups on a particular date, so we ask that you not enter the facility until your designated rental time and that you depart when scheduled.

### **CONCLUSION OF YOUR EVENT**

At the conclusion of your event, you, along with the designated rental monitor (where applicable), are required to complete a "Facility Inspection Checklist" and submit it to facility staff. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpster.

### **LOADING, DELIVERY & STORAGE**

You must arrange for deliveries to occur during your rental period. Delivery is available through the main building entrances unless otherwise noted. Do not block building entrances. Facility staff are not

authorized to sign for your deliveries and due to space and security concerns, items cannot be stored for your event.

If you plan to have furniture or equipment delivered, please discuss the appropriateness and details with staff at least 2 weeks prior to your event. Consult with facility staff regarding designated delivery areas, access, and parking considerations.

## **FOOD & BEVERAGES**

Food and beverages are welcome at all City facilities. Kitchens vary among facilities and may range from counter space only to a full commercial kitchen. Please contact the facility regarding kitchen or prep areas to meet your needs.

Use of kitchen appliances and/or equipment must be approved during the reservation process. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

### **Food**

Renters have the option of bringing in their own food (potluck), have food prepared off-site and delivered to the facility, or have the event catered.

All food and trash from the event must be disposed properly by the renter in the dumpster provided, if available, or removed from the premises.

### **Catering**

If your event has a caterer who prepares and/or serves food on site, individually or buffet-style, then there are additional requirements. The City of Bellevue allows renters to bring in the caterer of their choice. At facilities without a full commercial kitchen, food must be prepared and brought to the event ready to serve. Caterers are responsible for cleaning any areas used prior to leaving or the renter will be billed for cleaning services. The following requirements apply to catered events:

- A completed and approved Catering Application must be submitted and on file a minimum of 5 business days prior to your event.
- Catering Fee
- A certificate of insurance naming the City of Bellevue as additional insured with \$1 million General Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

### **Beverages**

Alcohol (beer, wine, and champagne) is allowed at indoor facilities inside the room and on an adjoining patio or deck specified on the Rental Contract/Permit. Exception: Alcohol is not permitted at the Tye Community Gym or the Bellevue Youth Theatre and, in some cases, may not be permitted at Community Centers during regular operating hours. Please contact the facility regarding serving alcohol at your event.

If you will be serving or selling alcohol at your event, be advised of the following policies and procedures:

- Alcohol service is limited to beer, wine, and champagne packaged in bottles or cans. Hard liquor and beer kegs are not allowed. Alcohol must be served in the area designated by the facility staff.
- A permitted alcohol server, at least 21 years of age, is required for all events involving alcohol. You are responsible for hiring the permitted alcohol server for your event and ensuring that the server's permit is shown to the staff on site the day of your event. Additionally, you are required to submit a copy of the valid alcohol server's Class 12 permit issued by the Washington State Liquor Control Board to the facility staff a minimum of 5 business days prior to your event. All alcohol is to be served by the permitted alcohol server. NO self-serve of any type is allowed

during a private rental. Personal use of privately provided alcohol, including flasks, is not allowed.

- A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. Groups planning to sell alcohol are required to purchase an Alcohol License. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. Copies of the permits must be submitted to the facility a minimum of 5 business days prior to your event.
- You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event as specified on your Rental Contract/Permit.
- The facility staff will determine the appropriate staffing level required for your event. If additional staff are deemed necessary, an additional Rental Monitor Fee will be added to your 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 your event, forfeiture of your deposit, and/or additional fees and penalties.

## **DECORATIONS**

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
- Push pins may only be used to attach decorations to bulletin boards and portable partitions.
- Fog/Smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc. are not allowed.
- The security alarm system may activate by helium balloons floating to the ceiling. In addition, it may be difficult to retrieve balloons in gymnasiums or rooms with high ceilings.

We invite you to bring helium balloons under the following conditions:

- Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling.
- If there is a need to separate balloons, please do so outside the building.
- If the alarm system is activated due to a helium balloon, you may be billed for false alarm charges incurred.
- If a balloon floats to the ceiling, it is your responsibility to notify the designated site staff immediately.

## **FLAMMABLE MATERIALS & BARBEQUES**

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.

We invite you to bring self-contained, gas barbecues to use at our facilities that feature outdoor patio areas. Barbeques are not permitted indoors at city facilities. Please obtain approval from the site manager if you plan to bring any type of barbecue so that we may assist you with appropriate placement outside the facility. Please dispose of grease away from City of Bellevue facilities.

## **SMOKING**

City of Bellevue indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please make sure all smoking takes place at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building per Washington state law. See RCW 70.160. The City of Bellevue reserves the right to enforce state law, and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit.

Smoking is not permitted anywhere on site at the Tye Community Gym and the Bellevue Youth Theatre.

## **SELLING ITEMS**

If you plan to sell items at your event, you are required to obtain prior approval from the site manager.

## **CITY CODES 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.

Codes can be viewed online at [http://www.bellevuewa.gov/pdf/Parks/park\\_facilities\\_code\\_6-07.pdf](http://www.bellevuewa.gov/pdf/Parks/park_facilities_code_6-07.pdf).

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

Noise volume must be contained within the boundaries of the park/building. This rule will be strictly enforced by the Rental Monitor. If you fail to comply with this rule, the police may be called and you may be issued a Civil Noise Infraction (punishable by a fine of \$250.00 or prosecuted as a misdemeanor).

Items not included will be determined on a case-by-case scenario.

## **ON SITE STAFF**

The City of Bellevue staff are responsible for the following to assist you in ensuring that your event is a success:

- Unlock the building/room at your scheduled time.
- Work closely with the primary contact to answer questions and provide assistance.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the Rental Contract/Permit.
- Ensure the facility and equipment is clean and ready for the next scheduled use.
- Ensure the building/room is locked and secured.
- When necessary, call appropriate security to enforce control.
- Activate 911 Emergency Services, if necessary.

The on site 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.