



CITY OF BELLEVUE
Parks & Community Services Department

FACILITY USE
REQUEST FORM

TODAY'S DATE: _____

GROUP/ORGANIZATION: _____ NON-PROFIT ID #: _____
 PRIMARY CONTACT: _____ WORK PHONE: (____) _____
 ADDRESS: _____ HOME PHONE: (____) _____
 CITY: _____ CELL PHONE: (____) _____
 STATE: _____ ZIP: _____ FAX NUMBER: (____) _____
 EMAIL: _____
 SECONDARY CONTACT NAME: _____
 EMAIL: _____ PHONE: (____) _____

NAME OF FACILITY/PARK: _____ ROOM/AREA: _____
 DATE(S) REQUESTED: _____
(Attach separate sheet if needed)

TIME REQUESTED: _____ TO _____ TOTAL HOURS: _____
(Include setup, take-down, & cleanup)

TYPE OF ACTIVITY: _____

ANTICIPATED ATTENDANCE: Total: _____ By Age Groups: ADULTS- _____ CHILDREN- _____

Complete the Rental Fee Calculation Worksheet on 2nd page of this form, and the Facility Use-Supplemental Form, and submit with payment or City of Bellevue Credit Card Authorization Form (if applicable).

MAILING ADDRESS: Crossroads Community Center
 Attn: Debra Emami
 16000 NE 10th St.
 Bellevue, WA 98008

FOR OFFICE USE ONLY
Barcode: _____
Contract #: _____

AGREEMENTS

The applicant agrees that, during the use of the Parks & Community Services facility, _____
(Name of Group)
 will not exclude anyone participation in, deny anyone the benefit of, or otherwise subject anyone **to unlawful discrimination or harassment.**

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/procedures of the City of Bellevue & Parks & Community Services Department. 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.

I have read, understood, and accepted all procedures in the City of Bellevue's Facility Rental Information 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.

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

SIGNATURES:

PRIMARY CONTACT: _____ DATE: _____
 SECONDARY CONTACT: _____ DATE: _____



RENTAL FEE CALCULATION

You may complete this optional form to calculate the approximate cost of your rental. Contact facility staff if you need assistance. We accept cash, checks, VISA, and MasterCard. Please make checks payable to *City of Bellevue*.

Requests received less than 14 days prior to event must be paid via cash, Visa, or MasterCard.

RENTAL FEE CALCULATION

HOURLY RENTAL FEE: \$ _____ x # of hours: = \$ _____

OTHER FEES, if applicable:

- RENTAL MONITOR (staffing fee) \$15 x # of hours: = \$ _____
- CATERING FEE, \$50/event = \$ _____
- SECURITY DEPOSIT = \$ _____

TOTAL: \$ _____

If your event is more than 30 days away, divide by 2 for

AMOUNT DUE NOW: \$ _____

Then pay the remainder 30 days prior to the event date.

REMAINDER OF RENTAL FEES: \$ _____

If your event is within the next 30 days,
total payment including deposit, is due in full with paperwork.

SECURITY DEPOSIT (Refundable):

- \$ 50 Rental During Business Hours
- \$250 After-Hours Rental, No Alcohol
- \$500 After-Hours Rental with Alcohol

ADDITIONAL FEES & PAYMENT INFO

Additional fees may be incurred for cancellations, changes to rental time, additional cleaning, and repairs required that exceed the security deposit amount.