

Facility Rental Information



City of Bellevue
Parks & Community Services Department
P.O. Box 90012, Bellevue, WA 98009-9012
www.cityofbellevue.org



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

FACILITY ADDRESSES & PHONE NUMBERS

Bellevue Botanical Garden, Sharps Cabin, 12001 Main St	425-452-2750
Bellevue Youth Theatre, 16661 Northup Way	425-452-7155
Crossroads Community Center, 16000 NE 10 th St	425-452-4874
Highland Community Center, 14224 NE Bel-Red Rd	425-452-7686
Lake Hills Clubhouse, 15230 Lake Hills Blvd	425-452-6914
Lake Hills Greenbelt Ranger Station, 15416 SE 16 th St	425-452-7225
Lewis Creek Park Visitor Center, 5808 Lakemont Blvd	425-452-6914
North Bellevue Community Center, 4063 148 th Ave NE	425-452-7681
Northwest Arts Center, 9825 NE 24 th St	425-452-7150
South Bellevue Community Center, 14509 SE Newport Way	425-452-4240
Tyee Community Gym, 13630 SE Allen Rd.....	425-452-6914
Winters House, 2102 Bellevue Way SE	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.cityofbellevue.org/page.asp?view=3548>

By Telephone - Call the facility you are interested in.

In Person – Call ahead, schedule a visit to the facility, and we will give you a tour.

By Email – Send an email to the facility you are interested in.

2. Complete the paperwork and submit your request.

Complete the forms below and mail, fax, email or deliver them in person to the facility.

Forms may be found on our website at <http://www.cityofbellevue.org/page.asp?view=3548>

- Facility Use Request Form
- Facility Use – Supplemental Form
- Rental Fee Calculation Worksheet
- Credit Card Authorization Form (if billing to a credit card)

3. Finalize your reservation.

Once we receive your paperwork, we will call you 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, be sure to include in your rental time, the time needed to set-up, to decorate, for delivery of any supplies and for clean-up. 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 is due when your reservation is finalized. 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 damage deposit, and any equipment rental or other fees are due a minimum of 30 days prior to the rental date.

A payment plan is available for multiple date users. We accept payment in the form of cash, checks, VISA and MasterCard.

Facility Rental Fees may be found at our website at <http://www.cityofbellevue.org/page.asp?view=3548>

The facility will determine the appropriate staffing level required for your event. If additional staff are deemed necessary, a fee of \$15 per hour 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 C3 organization and can provide a letter with proof of it's non-profit status at the time of booking. Discount applies only to the hourly rental rate and excludes staffing fees, catering fees and damage deposits.

DAMAGE DEPOSITS

In addition to the rental fees, all facility rentals are charged a damage deposit.

Damage Deposits

- \$50 Facility rentals for non-social events when on site staff is required
- \$200 Facility rentals for non-social events when on-site staff is not required
- \$200 Facility rentals for social events without alcohol
- \$400 Facility rentals for social events with alcohol
- \$25 Key deposit (per key, if required)

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

- The room and facility (including outside) are left in a clean and orderly manner 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 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 damage 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 damage deposit, the rental group will be billed for those additional costs. Janitorial service will be billed according to current hourly rate paid by the City and repairs will be billed for the full replacement cost incurred. For rentals that are issued keys, lost or damaged keys will result in a \$25 per key charge.

Deposits paid by credit card will be refunded within 10 business days. Cash and check deposits will be refunded within 30 days.

HOURS OF OPERATION/ FACILITY AMENITIES

Facility information may be found on our website at <http://www.cityofbellevue.org/page.asp?view=3548> Or you may contact the facility directly for facility amenities, and hours and days of operation.

CANCELLATION POLICY

All reservation cancellations must be made in writing or via email.

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

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

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.

TIME & DATE CHANGES

Event time and/or date change requests will be accepted in writing (email is acceptable) a minimum of 30 days prior to the event. Approval of the time change request is subject to facility and staff availability. Additional rental time must be paid in full a minimum of 30 days prior to the event date.

SET-UP & TAKE DOWN

If you choose, the facility staff will provide set-up and take down of chairs and tables for your event according to the instructions you provide. Facilities have established chair and table arrangements from which to choose. If the facility staff provides the set-up and take down, additional rental and staffing fees will apply. If you choose to do your own set-up or if we do not receive your room set-up request 21 days prior to your event, you will be responsible for your own chair and table set-up. Additional set-up or changes made the day of the event will also be your responsibility. 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 City of Bellevue Parks and Community Services Department Facility Use Request Form.

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.

Cleaning of chairs and tables at the conclusion of your event is your responsibility. Where staff is present, you will be provided assistance and instructions on cleaning of this equipment. Please use table coverings to protect tables from wet foods and art supplies that may stain tables. Tables stained as a result of your use will be assessed a cleaning fee.

Your event rental period needs to include the time needed to complete your room set-up, any decorating, deliveries 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.

PRIOR TO YOUR EVENT

It is recommended that you arrange a time to meet with facility staff prior to your event. At that time you will receive a facility orientation (where applicable), facility inspection checklist, keys (where applicable), and answers to all of your event related questions.

DAY OF YOUR EVENT

On the day of your event, the facility will be open to you at the time specified on your "Facility Use Request Form." After 4pm on weekdays and on weekends, if the facility is not open and staff has not arrived at the time specified, please contact the answering service for the City of Bellevue on-call staff at 425-452-6855. For rentals that require a key to access the facility, remember that facility staff will 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.

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

CONCLUSION OF YOUR EVENT

At the conclusion of your event, you, along with the designated site staff (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. At some facilities, staff will assist you in stacking chairs, tables, and locating the dumpster and cleaning supplies.

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. Facility staff is not authorized to sign for your deliveries and due to space and security concerns, they cannot store items for your event.

If you plan to have large furniture or equipment delivered, discuss the 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. Kitchen facilities vary among facilities and may range from counter space only to a full commercial kitchen. Please refer to the "Facility Amenities" section of this guide to determine if the facility has the necessary kitchen or prep area 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.

Food and trash remaining after the event must be properly disposed of by the renter in the dumpster provided, if available, or removed from the premises by the renter.

Catering

Events which the caterer stays on-site to perform final preparations and to serve food to guests individually or buffet-style have 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 facility ready to serve. Caterers are responsible for cleaning any areas used prior to leaving or 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 30 days prior to the date of your event.
- \$50 Catering Fee
- A certificate of insurance naming the City of Bellevue as additional insured with \$1 million General Liability Coverage must be submitted and on file a minimum of 30 days prior to the date of your event.

Beverages

Alcohol beverages are allowed at indoor facilities inside the room and on an adjoining patio or deck specified on the rental agreement (Exception: alcohol is not permitted at the Tyee Community Gym or the Bellevue Youth Theater). 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 alcohol server's Class 12 or 13 permit

issued by the Washington State Liquor Control Board to the facility a minimum of 30 days prior to your event. All alcohol is to be served by the permitted alcohol server and event guests are not permitted to bring their own alcohol.

- A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. Groups planning to sell alcohol are also 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 30 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 "Facility Use Request Form."
- The facility will determine the appropriate staffing level required for your event. If additional staff are deemed necessary, a fee of \$15 per hour 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.
- Please be aware the helium balloons that float to the ceiling may cause the security alarm system to activate. In addition, in facilities with gymnasiums or rooms with high ceilings, it may be difficult to retrieve balloons from the ceiling. 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 wish to smoke, please do so outside the facility and use the receptacles provided for proper disposal. You are responsible for ensuring that outdoor areas are clear of smoking debris at the conclusion of your event.

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

SELLING ITEMS

If you plan to sell items at your event, you are required to obtain prior approval from the site manager. A Concession Permit and Business License are also required.

ELECTRICITY

Discuss your electrical needs with the facility staff prior to your event. Refer to the "Facility Amenities" section of this guide for detailed information.

CITY CODES AND ORDINANCES

All relative City of Bellevue Codes & Ordinances will be in affect and enforced at all City of Bellevue facilities. There are regulations governing sound and noise levels, pets, animals, parking, vehicle access, etc. Contact staff for a copy of the code or view it online at <http://www.cityofbellevue.org/page.asp?view=4106>.

ON SITE STAFF

The City of Bellevue staff on site at the time of your event is on hand to do the following:

- Unlock the building/room at your scheduled time and assist you in making your event a success.
- Work closely with your group's primary contact to ensure a successful event.
- Provide advance set up and take down of chairs and tables per the rental agreement.
- Answer questions and provide assistance.
- Ensure that noise is at an acceptable level.
- Ensure that the event ends promptly as scheduled on the rental agreement and the building/room is locked and secured.
- When necessary, call appropriate security to enforce control.
- Provide general custodial supervision and assistance.
- 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.
- Act as custodian for clean-up.
- Supervise minors.