

Facility Rental Guidelines



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



Alternate formats are available upon request. For accommodation requests, please provide two weeks' notice. Assistance for the Deaf / Hard of Hearing can be provided through the 711 Telecommunications Relay Service.

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FACILITY CONTACT INFORMATION

Bellevue Aquatic Center 601 – 143 rd Ave NE, 98007	Aquatics@bellevuewa.gov 425-452-4444
Bellevue Skate Park 14224 NE Bel-Red Rd, 98007	SK8@bellevuewa.gov 425-452-2722
Bellevue Youth Theatre 16661 Northup Way, 98008	BYT@bellevuewa.gov 425-452-7155
Crossroads Community Center 16000 NE 10 th St, 98008	CrossroadsRental@bellevuewa.gov 425-452-4874
Highland Community Center 14224 NE Bel-Red Rd, 98007	HCC@bellevuewa.gov 425-452-7686
Lewis Creek Visitor Center 5808 Lakemont Blvd, 98006	LewisCreekRental@bellevuewa.gov 425-452-6914
Mercer Slough Environmental Education Center Community Room 1625 118 th Ave SE, 98004	MSEECRental@bellevuewa.gov 425-452-6914
North Bellevue Community Center 4063 148 th Ave NE, 98007	NBCC@bellevuewa.gov 425-452-7681
Northwest Arts Center 9825 NE 24 th St, 98004	NWAC@bellevuewa.gov 425-452-7150
Robinswood Tennis Center 2400 - 151 st PI SE, 98007	RobinswoodInfo@bellevuewa.gov 425-452-7690
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
Winters House 2102 Bellevue Way SE, 98004	WintersRental@bellevuewa.gov 425-452-6914

RESERVATIONS

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 or www.myparksandrecreation.com/ParksTrails/
- 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 and payment.

Complete the forms listed below and mail, fax, email or deliver them in person to the facility along with payment. Forms and 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

- Facility Use Request Form
- Facility Use – Supplemental Form
- Catering Application (if applicable)
- Credit Card Authorization Form (if applicable)

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 by providing a copy of your Rental Confirmation.

Indoor facilities may be reserved up to 11 months in advance (12 months in advance for Bellevue residents). Please reserve a minimum of 30 days in advance to ensure staffing. Applicants must be at least 21 years of age or older and present throughout the entire rental. The person signing the reservation form is the responsible party in case of damage, theft, or disturbance. Minors must have adequate adult supervision. Only those rooms specified in the rental agreement will be available for your use on the day of your event.

Consider time needed for any deliveries, to set-up and decorate, and for clean-up when determining start and end times for your rental. Overtime charges for staff and facility use are billed at twice the regular hourly rate.

RENTAL FEES & PAYMENT

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

The remaining 50% of the fees, plus the security deposit, 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 staff will determine the appropriate staffing level required for your event. If additional staff is deemed necessary, an additional Rental Monitor Fee will be added to your rental charges.

Non-Profit groups receive a 30% discount off of the regular rental rate with proof of 501 (c) (3) status provided at the time of booking. Discount applies only to the hourly rental rate and excludes rental monitor 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 rental fees 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 and no additional staff time is required.
- The area and its contents, including equipment and keys, 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.

If the above conditions are not met to the satisfaction of city staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor. 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.

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 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

The renter is responsible for set-up including moving portable furnishings and setting up tables and chairs as well as take down and clean up. 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 you in moving stacked chairs. Table coverings may be required.

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.

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.

Refer to the “Facility Inspection Checklist” for a list of tasks you are required to complete at the conclusion of your event. Where staff is present, you will be provided instructions. 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. Tables stained as a result of your use will be assessed a cleaning fee. At the conclusion of your event, you must complete a “Facility Inspection Checklist” and submit it to facility staff.

SITE VISITS

Renters are encouraged, and may be required, to arrange a site visit to receive a facility orientation, keys (where applicable), and answers to event-related questions. Please contact the facility to make an appointment, subject to staff and facility availability.

DAY OF YOUR EVENT

Bring your approved Rental Confirmation with you on the day of your event. The facility will be open to you only at the time specified on your Rental Confirmation. **For any issues on-site, 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.

LOADING & DELIVERY

Deliveries and pickups, if any, must be scheduled during your rental hours. Use main building entrances for loading and unloading unless otherwise approved. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

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 for details. 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.

Renters may bring in their own food (potluck), have food delivered to the facility, or have the event catered.

Catering

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.

If your caterer will prepare and/or serve food on site, individually or buffet-style, the following must be submitted a minimum of ten (10) business days prior to your event:

- Catering Application, submitted with Catering Fee. *Please note that all licenses are required, including City of Bellevue Business License. Information is available at 425-452-6851 or online http://www.bellevuewa.gov/business_licenses.htm if your caterer does not have a COB license.*
- Certificate of Insurance from the caterer is required. The City of Bellevue must be named as Additional Insured and listing the City of Bellevue, P.O. Box 90012, Bellevue, WA 98009-9012 as Certificate Holder. Minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

Beverages

Alcohol (beer, wine, and champagne) is allowed at indoor facilities inside the room and on an adjoining patio or deck as specified on the Rental Confirmation. Exception: Alcohol is not permitted at the Tye Community Gym or the Bellevue Youth Theatre and, in some cases, may not be permitted at other facilities during regular operating hours. Please contact the facility for details.

If you would like to serve and/or sell alcohol at your event, the following permits are required. Copies of these permits must be submitted a minimum of five (5) business days prior to your event.

- Washington State Liquor Control Board - Banquet Permit or Special Occasion License
- Alcohol Server's Class 12 Mixologist Permit

Please be advised of the following policies regarding serving or selling alcohol at your event:

- 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, submitting a copy of the valid alcohol server's Class 12 Mixologist Permit issued by the Washington State Liquor Control Board to the facility staff a minimum of five (5) business days prior to your event, and ensuring that the permit is shown to the staff on site the day of 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 serving alcohol. A Washington State Liquor Control Board Special Occasion License is required for all events selling alcohol. The original copies of these permits must be posted in a conspicuous location near the serving area during your event. You must submit copies of the permits to the facility staff a minimum of five (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 one (1) hour prior to the designated end time of your event as specified on your Rental Confirmation.
- The facility staff will determine the appropriate staffing level required for your event. If additional staff is 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. is **not allowed**.
- Helium balloons may be allowed at certain facilities under the following conditions:
 1. Attach groupings of helium balloons to a weighted object. Single balloons are discouraged as they are more likely to float to the ceiling. If balloons must be separated, please do so outside the building.
 2. If a balloon floats to the ceiling, notify the designated site staff immediately.
 3. If the alarm system activates due to a helium balloon, you may be billed for false alarm charges incurred.

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.

Self-contained, gas barbecues may be used at facilities that include outdoor patio areas. Please indicate on the Supplemental Form that you will bring a barbecue so that we may assist you with appropriate placement outside the facility. Barbecues are not permitted indoors. 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 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 <http://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 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.**

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 http://www.bellevuewa.gov/pdf/Parks/park_facilities_code_6-07.pdf. 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 your event if city staff, in good faith, perceives 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 is responsible to assist you for the following:

- 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 Confirmation.
- 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.