

PLEASE PRINT AND PRESS HARD



BUILDING USE APPLICATION
Bellevue School District
12037 NE 5th Street, Bellevue, WA 98005, 425-456-4500

APPLICATION NO.
65063

INSTRUCTIONS: PLEASE PRINT. The applicant is to complete PART I ONLY. The facility scheduler will insert all estimated costs based upon the applicant's user classification and information provided. For further information, refer to Policy 9500 and Procedures 9500.1, 9500.3 and/or 9500.4.

PART I - APPLICANT INFORMATION

Name/Organization: Seattle Gujarati Cultural Society School Requested: IHS
Contact Person: Leena Shah Rooms Needed: (attach list if needed) PAC + Commons
Billing Address: 5527 171st Ave SE
Bellevue WA 98006 Dates: (attach list w/times if more than one day) Mar. 1st 2011
E-mail Address: sleena@comcast.net Day(s) of the Week: (circle) M W TH F SA SU
Daytime Phone: 425 746 1397 / 206 713 9846
Non-Profit? YES / NO Primary Use: ADULT / YOUTH
Food Being Served? YES / NO Expected Audience #: 250 Time Entering Building: 6:15 00 Performance Start Time: 7:30
Time Leaving Building: 10:45 30 Performance End Time: 10:00

Event Description: Play

FEES: A \$20.00 non-refundable processing fee must accompany this application. Facility Scheduler has copies of the current fee schedule, or one may be obtained on-line. Information may also be obtained from the Facility Use Office. Checks shall be made payable to Bellevue School District NO. 405. Please indicate the name of the location requested and application number on your check.
INSURANCE: Applicants agree by their signature hereto to hold the Bellevue School District harmless as a result of their use. In addition, prior to application approval, users may be required to supply a certificate of insurance with a reputable insurance firm, indicating full liability coverage (with the Bellevue School District listed as an additional insured) of at least \$1 million combined single limit bodily injury and property damage. For use of all Performing Arts Centers (PAC), insurance is required. CANCELLATIONS: School activities have preference over community use. Procedure 9500.1, sections 2.10 and 2.11, outline applicant cancellations and section 7.0 outlines District cancellations. Additional cancellation information for PACs is also located in Procedure 9500.4, section 3.0. Exceptions to the District cancellation procedure include a power curtailment or closure due to weather. PAC cancellations must be done 30 days in advance or up to half of the original estimate could be billed.
SCHOOL HOLIDAYS: School facilities are not available for community use during school functions or classified/administrative holidays. PAC rental during holiday schedules must be predetermined by staffing availability. AGREEMENT: By the signature below, the applicant has read and agrees to the terms and conditions stated above, on the reverse side of this application (or page two when downloading on-line) and Bellevue School District Procedures 9500.1, 9500.3, and/or 9500.4. Approval by the District will be indicated by the issuance of this BUILDING USE APPLICATION, which has been signed by all parties.

ACCEPTANCE OF TERMS: Shah TODAY'S DATE: Dec. 16th 2010
APPLICANT SIGNATURE

Credit Card Payment Information:
Name on Credit Card: Leena S. Shah Credit Card #: 4465 4213 9026 Exp. Date: 7/31/13 Verification Code: 4465
Credit Card Mailing Address: 5527 171st Ave SE City: Bellevue State: WA Zip: 98006
I hereby authorize Bellevue School District to charge me VISA or MasterCard \$ 20.00 Signature: Shah Date: 12/17/10

FOR SCHOOL/DISTRICT USE ONLY: PART II - FEES ESTIMATE

Calendarred by School? YES / NO	Calendarred by District? YES / NO	CLASSIFICATION: 1 2 <input checked="" type="radio"/> 3 4	Custodian Assigned? YES / NO
Non-refundable Application Processing Fee:			<input checked="" type="checkbox"/> Cash <input checked="" type="checkbox"/> \$20.00 <input type="checkbox"/> POS
Facility Fee: <input checked="" type="checkbox"/> (Room(s) <u>Commons</u> <u>1</u> # rooms		<input checked="" type="checkbox"/> # hours <u>4</u> rate <u>47.00</u>	<input checked="" type="checkbox"/> # days <u>188.00</u>
<input checked="" type="checkbox"/> Performing Arts Center (PAC)		<input checked="" type="checkbox"/> # hours <u>5</u> rate <u>48.00</u>	<input checked="" type="checkbox"/> # days <u>240.00</u>
Supervision: <input checked="" type="checkbox"/> Site <input type="checkbox"/> School Tech* <input type="checkbox"/> Other		<input checked="" type="checkbox"/> # hours <u>5</u> rate <u>32.00</u>	<input checked="" type="checkbox"/> # days <u>160.00</u>
Supervision is required for all PAC events in their entirety + 1 hour		<input checked="" type="checkbox"/> # hours <u>2</u> rate per tech <u>40.00</u>	<input checked="" type="checkbox"/> # days <u>80.00</u>
Technician: <input checked="" type="checkbox"/> Type: _____		<input checked="" type="checkbox"/> # hours _____ rate _____	<input checked="" type="checkbox"/> # days _____
Custodial?: <input checked="" type="checkbox"/> M-F <input type="checkbox"/> Weekend ?for PAC Minimum 2 hrs. Minimum Entire event + 2 hours		<input checked="" type="checkbox"/> # hours _____ rate _____	<input checked="" type="checkbox"/> # days _____
Other (specify): _____ (i.e., custodial, technical staff, equipment, parking)		<input checked="" type="checkbox"/> # hours _____ rate _____	<input checked="" type="checkbox"/> # days _____
Other (specify): _____ (i.e., custodial, technical staff, equipment, parking)		<input checked="" type="checkbox"/> # hours _____ rate _____	<input checked="" type="checkbox"/> # days _____
Special Instructions/ Comments:			TOTAL: = \$ _____

Check# _____ Check Amount: _____
School Signature: _____ Date: _____
School signature insures coordination with custodial staff for event.

Facility Use Office Approval: _____ Date: _____