



Bellevue Parks & Community Services

Facility Rental Guidelines

PO Box 90012, Bellevue, WA 98009-9012

<https://parks.bellevuewa.gov/rentals/indoor-rentals/>

ADA/Title VI



For alternate formats, interpreters, or reasonable modification requests please phone at least 48 hours in advance 425-452-6914 (voice) or email ParkRental@Bellevuewa.gov.

For complaints regarding modifications, contact the City of Bellevue ADA, Title VI, and Equal Opportunity Officer at ADATitleVI@bellevuewa.gov.

RENTAL FACILITY CONTACT INFORMATION

Bellevue Botanical Garden 12001 Main St, 98005 <i>(reservations available to non-profit organizations only)</i>	BBGRentals@bellevuewa.gov 425-452-2750
Bellevue Indoor Skate Park 14224 NE Bel-Red Rd, 98007	SK8@bellevuewa.gov 425-452-2722
Bellevue Youth Theatre 16051 NE 10 th St, 98008	BYT@bellevuewa.gov 425-452-7155
Crossroads Community Center 16000 NE 10 th St, 98008	CCC@bellevuewa.gov 425-452-4874
Highland Community Center 14224 NE Bel-Red Rd, 98007	HCC@bellevuewa.gov 425-452-7686
Kelsey Creek Farm 410 130th Pl SE, 98005	KelseyCreekFarm@bellevuewa.gov 425-452-7688
Lewis Creek Visitor Center (LCVC) 5808 Lakemont Blvd, 98006	LewisCreekRental@bellevuewa.gov 425-452-6914
Mercer Slough Environmental Education Center (MSEEC) Douglas Fir Community Room 1625 118th 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 425-452-4106
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

INTRODUCTION

Thank you for your interest in renting an indoor Bellevue Park facility. This rental guide provides the essential information needed to make a Bellevue Park facility reservation.

FACILITIES & AVAILABILITY

Looking for a place to have a business meeting, class, or social gathering to celebrate an anniversary or birthday, or to have a wedding, reception, or memorial? Compare the facilities to determine which one(s) might work best for the event.

- Facility information and photos are posted online at <https://parks.bellevuewa.gov/rentals/indoor-rentals>.
- For additional facility information or to check availability, contact the facility via email or phone.

SITE VISIT

The Renter is encouraged to visit the facility prior to making a reservation to ensure it meets needs and capacity. Please contact the facility to make an appointment, subject to staff and facility availability.

A second visit may be required after the reservation is scheduled to receive a facility orientation and more detailed pre-reservation-related information.

WHEN TO RESERVE

Some facilities may be rented up to 11 months in advance (12 months in advance for those who live or have a business within the city limits of Bellevue). Note, contact the facility directly to verify availability as some are only scheduled on a quarterly basis. Please reserve a minimum of 30 days in advance to ensure staffing.

WHO CAN RESERVE

The Primary Contact must be at least 21 years of age or older and be present throughout the entire reservation. The person signing the request form is the responsible party in case of damage, theft, or disturbance.

WHAT TO SUBMIT TO RESERVE

Complete the forms listed below, include payment, and submit via email, fax, mail, or drop-off at the facility. For rentals at LCVC, MSEEC, or Tye Gym, the drop-off location is Bellevue City Hall, rather than at the actual facility. Forms are available online on each facility's webpage at <https://parks.bellevuewa.gov/rentals/indoor-rentals>.

- Facility Use Request Form
- Facility Supplemental Form
- Credit Card Authorization Form (if applicable)
- Indoor Facility Special Use Form (if applicable)

CONFIRMING RESERVATION

After the paperwork and payment is received, the Primary Contact for the reservation will be contacted by email or phone within 5 days regarding the request and to review any special uses, if applicable. Once reservation is approved, a rental permit and receipt will be provided.

RENTAL HOURS

When determining the start and end time to request, consider the time needed for deliveries, set-up, decorating, and all clean-up requirements have been completed per the Facility Inspection Checklist. When staying after the approved ending time, overtime charges for hourly rental fee and facility staff fee will be billed at twice the hourly rate in a 15-minute increment.

FEES

Rental fees vary by facility and room. They can be found online on each facility's webpage at <https://parks.bellevuewa.gov/rentals/indoor-rentals>.

DISCOUNTS

Non-Profit organizations, public schools, and government agencies receive a 30% discount off the hourly room rental fee for their mission-based activities when proof of status is provided at the time of request. No other fees are eligible for discount including the facility staff fees and special use fees.

PAYMENTS

Payment in full is required for reservations made 30 days or less in advance.

The payment schedule for reservations in a single month made more than 30 days in advance is:

- 50% of the hourly rental fee and 50% of the facility staffing fees (if applicable), is due when the request is processed. If assistance is needed with the fee calculations, please contact the facility.
- The remaining 50% of the hourly rental fees and the 50% of the facility staffing fees, are due a minimum of 30 days prior to the rental date.

An extended payment plan is available when requesting multiple months. Payment for the first month will be collected based on the amount of notice listed above. For each additional month requested, \$35 of the hourly rental fee will be due when the request is processed. The remainder of each month's fees will be due a minimum of 30 days prior to the first reservation of the month.

The City accepts cash, checks, money orders, VISA and MasterCard. Requests received with less than 21 days' notice must be paid in the form of cash, money order, Visa, or MasterCard.

The City will determine the appropriate facility staffing level required for the rental. If additional facility staff are deemed necessary, an additional facility staff fee will be added to the rental charges.

CANCELLING OR RESCHEDULING

Cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the reservation will result in a charge of a \$35 administrative fee. Any additional fees paid will be refunded.
- Cancellations made 14-29 days prior to the reservation will result in a charge of a \$35 administrative fee or 50% of the hourly rental fees (whichever is greater).
- Cancellations made 0-13 days prior to the reservation will result in no refund of the hourly rental fees.

Facility staffing fees may be refunded in full if the reservation is cancelled in advance and the City has acknowledged receipt of cancellation email.

Requests to change the time or date of a reservation will be accepted in writing (email is acceptable). 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 the reservation if the facility requested becomes unsafe for the 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 provide a refund, but it may do so at its sole discretion. The City will attempt to give the renter reasonable notice of the cancellation.

SET-UP & CLEAN-UP

The renter is responsible for set-up, take-down, and clean up, including moving portable furnishings and rearranging tables and chairs. Refer to the "Facility Inspection Checklist" for a list of tasks that are required to be completed by the end of the reservation.

- 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 in moving stacked chairs.
- All items brought into the facility for the rental must be removed by the end of the rental. Renters must remove all food, materials, non-City equipment, decorations, and garbage.
- It is the renter's responsibility to properly dispose of trash and leave the facility clean and intact.
- Table coverings may be required. Tables stained during rental will be assessed a cleaning fee.
- At the end of the rental, the renter must complete a "Facility Inspection Checklist" with facility staff.

DECORATING

The following is **allowed**:

- Decorating is allowed during the reservation time.
- Freestanding decorations may be brought into the facility but must be removed by the end of the reservation.
- The use of painters' tape to attach decorations. However, all tape must be removed with the decorations.

The following **may be allowed** with prior approval (check with facility for more information):

- Push pins may only be used to attach decorations to bulletin boards and portable partitions.
- Helium balloons under the following conditions:
 1. Must be tied to a weight prior to entering the building.
 2. If balloons must be separated, please do so outside the building.
 3. If balloons float to the ceiling, notify the facility staff immediately.
 4. If the security alarm is activated due to a balloon, the renter may be billed for false alarm charges.

The following is **not allowed**.

- Using staples, nails, or other kinds of tape (masking, scotch, and duct) to hang decorations.
- Hanging decorations from light fixtures.
- Removing facility displays, art or other items affixed to walls.
- Confetti, glitter, and decorations with these items.
- All fireworks, including sparklers, party poppers, and pop-it types items.
- Fog/smoke machines, dry ice, rice, birdseed, dance wax, etc...
- Balloon releases and sky lanterns (aerial luminaries)
- Dunk tanks, water inflatable rides, pony rides, and trackless trains.

DELIVERY & PICK-UPS

Deliveries and pickups, if any, must be scheduled during the reservation hours. Use main building entrances for loading and unloading, unless otherwise approved. Do not block building entrances or fire lanes.

City staff are not authorized to sign for deliveries.

Due to space and security concerns, items cannot be stored prior to or following the reservation.

PARKING

Parking at most parks facilities is limited and only available on a first-come, first-serve basis. All groups are encouraged to carpool. An alternative parking plan may be requested by the facility depending on the size and nature of the event.

FLAMMABLE MATERIALS

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/tea light candles in containers that will not tip over are allowed.

Battery operated lighting is preferred.

BARBECUES/GRILLS & FIRE PITS

- Self-contained barbecue grills and gas-fire pits may be used at facilities that include an outdoor patio area with prior approval by the facility.
- They are not permitted indoors or on balconies or decks.
- A grill mat is required to collect grease and spills while in use.
- Wood burning is not allowed, and gas use is preferred over charcoal.
- Main Contact is responsible for SAFE removal of charcoal coals and grease.
- **DO NOT Dump coals or grease in the park, dumpster, trash or recycle cans or down storm drains.**
- **Charcoal use is not allowed during a burn ban and/or dry conditions.**

ALCOHOL

Alcohol (beer, hard cider, wine, and champagne) is allowed at most indoor facilities. Exception: Alcohol is not permitted at the Tye Community Gym and, in some cases, may not be permitted at other facilities during regular operating hours. Please contact the facility for details.

To serve and/or sell alcohol during the reservation, permits are required. Copies of these permits must be submitted a minimum of 14 days prior to the reservation.

- Washington State Liquor & Cannabis Board (WSLCB) - Banquet Permit or Special Occasion License
- Alcohol Server's Class 12 Mixologist Permit

Be advised of the following policies regarding serving or selling alcohol:

- Alcohol service is limited to beer, hard cider, wine, and champagne packaged in bottles or cans. **Hard liquor and beer kegs are not allowed.** Alcohol must be served and consumed in the area designated by the facility staff.
- A permitted alcohol server, at least 21 years of age, is required for all reservations involving alcohol and cannot be Primary Contact. The renter is responsible for providing the permitted alcohol server for the reservation. The alcohol server must show their permit to the facility staff on-site the day of the reservation. All alcohol must be served by the permitted alcohol server. **Self-service of any type and privately provided alcohol, including flasks, are not allowed.**
- A WSLCB Banquet Permit is required to serve alcohol and the WSLCB Special Occasions License to sell alcohol and for any publicly advertised event. The original copies of these permits must be posted in a conspicuous location near the serving area during the reservation. See <https://lcb.wa.gov/licensing/special-licenses-and-permits>.
- The renter is responsible for the conduct and behavior of the guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of 1 hour prior to the end time of the reservation as specified in the rental permit.
- City staff will determine the appropriate facility staffing level required for the reservation. If additional staff are necessary, an additional Facility Staff Fee will be added to the 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 the rental, forfeiture of fees paid, and/or additional fees and penalties.

KITCHEN USE

Kitchen amenities vary between facilities, ranging from just counter space 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, condition, and cleaning of any equipment used.

Renters may bring in their own food, have food delivered to the facility, or have the event catered by a company. If you bring food or have it dropped off, a permit is not required.

SPECIAL USE PERMIT REQUIRED**

A permit is required when hiring a company to provide any services or equipment in the facility during use. Hired companies must meet requirements to be approved. The Indoor Special Use Form is located at https://parks.bellevuewa.gov/UserFiles/Servers/Server_4779004/File/Parks%20&%20Community%20Services/Rentals/IndoorRentals/Indoor-Facility-Special-Use-Form.docx and should be submitted no less than 30 days prior to the reservation date to be considered for approval. Associated permit fees will be charged if approved.

Not all special uses are permitted at each facility. Please check with the facility prior to hiring the company and submitting the form.

Basic Company Requirements:

- A Certificate of Insurance (COI) is required from all hired companies:
 - City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 must be listed as Certificate Holder and named as Additional Insured.
 - The minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.
 - The minimum amount of Automobile Liability is \$500,00 and is required for company vehicle access beyond the parking lot.
- Must have a WA State UBI number. Must also register and obtain a Bellevue business license if the company meets certain requirements. If you have questions, contact the Bellevue Tax Office at 425-452-6851 or go to <https://bellevuewa.gov/city-government/departments/finance/business-taxes>.

• FOOD/CATERING**

If hiring a caterer (food vendor) to provide on-site catering, a permit is required. On-site catering is defined as when a caterer (food vendor) stays at the facility to set up, serve or cook food. Renters may hire the company of their choice.

- A copy of order or contract for equipment review.
- A copy of the Health Department food permit is required.
- Food trucks/trailers require a Fire Department issued Operational Permit. Call 425-452-6872 or visit the webpage <https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits> for information.
- At facilities without a full commercial kitchen, food must be brought to the facility ready to serve.
- Caterers are responsible for cleaning any areas used.

Public Events – If food items of any kind will be given away/sold/served, a Public Health - Seattle & King County Temporary Event Permit may be required a minimum of 30 days prior to the reservation. See the temporary food business permit information at <https://kingcounty.gov/en/dept/dph/certificates-permits-licenses/food-business-permits/temporary-food-business-permit>.

• ENTERTAINMENT OR GAMES**

When hiring a company or an individual to provide other forms of entertainment or games, a permit is required. Examples include balloon artist, character visit, DJ, face painter, magician, photo booth etc.

- A copy of the order or contract is required for review.

• EQUIPMENT**

When hiring a company to provide additional equipment for the reservation, a permit is required. Examples include chairs, tables, decorations, linens, etc.

- A copy of the equipment order is required for review.
- All equipment must be delivered and picked up during the reservation time.
- For stages larger than 4'x4' or taller than 12" above ground, a safety plan is required.

VEHICLE ACCESS** (SPECIAL USE PERMIT REQUIRED CONT.)

If a company hired requires vehicle access beyond the parking lot to get closer to the facility, a permit is required.

- Vehicle access may be allowed beyond the parking lot for a company vehicle. Check with facility.
- Vehicle access is not allowed for personal vehicles.

• INFLATABLE RIDE** (PERMITTED AT SOUTH BELLEVUE COMMUNITY CENTER GYM ONLY)

- Only pre-approved companies are permitted. A list can be provided.
- The company must stay on site to operate the inflatable.
- There is a limit of 1 inflatable ride allowed. Combo units are treated as multiple inflatables. If they have no more than 2 blowers, they may be approved, based upon size.
- When multiple inflatable rides are approved, additional fees and permits are required, including a possible electrical inspection.
- Inflatables must be weighed down.
- A copy of the equipment order from the company is required.
- All equipment must be delivered and picked up during the reservation time.

SMOKING

City of Bellevue indoor facilities are smoke and tobacco free. **Smoking is prohibited at the Tye Community Gym by state law which prohibits smoking on all school property, including buildings, parking lots, and grounds.**

Smoking at other facilities is allowed outside 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 the reservation, or take other steps to ensure compliance with the law. The renter is responsible for ensuring that outdoor areas are clear of all smoking debris by the end of the reservation.

CERTIFICATE OF INSURANCE

A Certificate of Insurance (COI) may be required from the renter for facility use open to the public and non-social type events. Examples include commercial or instructional use of facilities, including all programs with minors in attendance.

COI Requirements:

City of Bellevue, its officials, employees & volunteers, PO Box 90012, Bellevue, WA 98009-9012 must be listed as Certificate Holder and named as Additional Insured.

The minimum amount of General Liability is \$1,000,000 per occurrence, \$2,000,000 aggregate.

RIGHTS & PRIVILEGES

- Only the room(s) specified in the rental permit will be available for use.
- Bring the rental permit to the facility as proof of the room(s) and time reserved. The facility will be open for use based on this information.
- For any issues on-site, please refer to the rental permit for after-hours contact information or see the Facility Staff if available.
- The facility may be reserved for multiple groups on the same date. Please do not enter the facility until the reservation start time and everyone should depart on time.

RENTER'S RESPONSIBILITY

The Primary Contact must be in attendance and assumes responsibility for all activities conducted, including, but not limited to:

- Provide supervision and control to prevent injury or damage.
- Provide adequate adult supervision for all minors in attendance.
- Ensure everyone attending follows City Codes, Policies and Ordinances.
- Leave the room, facility, and outside in a clean and orderly condition per the "Facility Inspection Checklist."
- Do not exceed the scheduled time of the rental.
- Ensure that the area and its contents, including equipment, are accounted for and undamaged.
- Follow all rules and procedures governing alcohol consumption and smoking.
- Follow all rules and procedures governing City of Bellevue facility use.

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 <https://bellevue.municipal.codes/BCC/3.43#3.43>.

During the rental of City facilities, the 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 the reservation if City staff, in good faith, perceives that the renter or guests pose a risk to the safety of persons or property or that the renter or guests are violating local, state, or federal laws. Upon verbal notice from City staff or the police that the rental is being terminated, the renter and guests must leave the premises immediately, and the renter will not receive a refund of fees paid. The renter will be responsible for the prompt removal of any personal items brought to the facility.

Noise volume must be contained within the boundaries of the park/building. This rule will be strictly enforced by the Facility Staff. If the renter fails to comply with this rule, the police may be called, and the renter may be issued a Civil Noise Infraction.

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.

Items not included within these guidelines will be determined on a case-by-case basis.

FACILITY STAFF

The Facility Staff is responsible for the following:

- Open the building/room for the reservation.
- Work closely with the Primary Contact to answer questions and provide direction.
- Assist renter in locating equipment, cleaning supplies and the dumpster.
- Confirm that noise and music remain at an acceptable level.
- Ensure that the reservation ends promptly as listed on the rental permit.
- Inspect facility and equipment for cleanliness, in preparation for the next scheduled use.
- Lock and secure building.
- When necessary, call appropriate security to enforce control.
- Activate 911 Emergency Services, if necessary.

The Facility Staff is **not** expected to do the following:

- Act as guardian or security for any personal belongings or minors in attendance.
- Assist with set-up, clean-up, take-down, or trash removal.