

8

RENTAL PROCEDURES AND REGULATIONS
FOR RENTAL SPACE FOR LARGE EVENTS

A. Application/Payment Procedures:

1. Reservations will be accepted and confirmed by written application only. Telephone inquiries are welcome. Please note that your rental date is not confirmed until a written rental application has been filled out and approved in writing. Please do not make any other arrangements (invitations, catering, etc.) until you have received written approval.
2. Reservations may be made a minimum of one month or a maximum of six months prior to the desired date. No schedule changes are allowed within one month of the rental date.
3. Half of the rental charge is due upon approval of the rental application. The other half, plus the damage deposit, is due two weeks prior to the rental date. If payment is not received your reservation may be canceled.
4. The damage deposit of \$200.00 is payable by a separate cashiers check or money order made out to the City of Bellevue. If all the rental rules have been followed, no damage is noted, and the cleanup is satisfactory, your deposit will be refunded by mail to you within one month.
5. Cancellations need to be made no later than one month prior to the reserved date or half of the rental fee will be retained. Damage deposits will be refunded in full.
6. Rental hours reserved should be consecutive, and should include time needed for delivery of supplies and cleanup.
7. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbance during the rental period.

b. Set-up/Clean-up:

1. All items brought into the building by the renters need to be removed by the end of the rental period. Applicants are asked to remove food, materials, equipment, furnishings and decorations or garbage left after use of park facilities. Please leave the facilities in the same condition that you found them.
2. Please take all trash to the dumpster located in the lower parking area. Large garbage can liners are available for trash.

- 9
3. It is the responsibility of the applicant to set up and move furnishings as desired. Please move all furnishings back to their original position before leaving the facility. Two Hours are included at no cost when renting the facility 4 hours or more, one immediately before and one immediately after the building use for the set-up and take down of tables and chairs.

c. General Rules:

1. Please do not throw rice, birdseed or confetti inside or outside of the building.
2. Please do not attach decorations to walls, windows, or ceilings. You may attach decorations to the posts or use freestanding decorations.
3. Any use of flammable materials such as candles, is regulated by the Bellevue Fire Department. Please contact the Fire Prevention Department at 455-6872 regarding a special permit.
4. Use of illegal drugs, smoking, and/or gambling are not permitted in Park Department facilities.
5. Only those rooms specified on the application will be available for use by the renting party.
6. Please wear gym shoes for all active games such as basketball, volleyball, and badminton and in all other activities that involve athletic competition in any gymnasium.
7. Rental facilities are not available on City Holidays and holiday weekends.
8. A parks department employee will be present in the building during the use of facilities.
9. The use of liquor is permitted as indicated below, and application forms for permits can be obtained at any liquor store.
 - a. No banquet permit is needed for certain private functions, such as wedding receptions, anniversary or birthday parties.
 - b. Banquet permits are needed for business or social organization functions when liquor is served at no charge and/or brought in by its members. The function cannot be open to the general public. No liquor may be sold under a banquet permit: a special liquor license would be required.

- 10
- c. A state issued Banquet Permit must be posted at the rental facility at the time of usage and a copy of the permit must accompany the rental payment.
 - d. Please do not use beer kegs inside Park Department buildings.
10. All minors on the premises must have adequate adult supervision.
 11. Renters are welcome to use the kitchen appliances. Silverware, dishes, towels, glasses, coffee pots and other kitchen supplies are not available.
 12. The City of Bellevue can not be responsible for accidents injury of loss of property.
 13. The misuse of a park facility or the failure to comply with these regulations will be sufficient reasons for denying any further applications.