

**THESE ARE THE BELLEVUE RECREATION CENTER FACILITY RULES THAT APPLY TO ALL
PERSONS RENTING A FACILITY. PLEASE REVIEW AND INITIAL.**

CANCELLATIONS

_____ 1. CONTACT THE BELLEVUE RECREATION DEPARTMENT AT 419-483-5555, REFER TO OUR WEBSITE AT BELLEVUERE.COM FOR OUR REFUND AND CREDIT POLICY, OR VISIT THE BELLEVUE COMMUNITY CENTER FOR A HARD COPY. BY INITIALING, I TAKE RESPONSIBILITY TO REVIEW THE POLICY AND I AGREE TO THE REFUND/CREDIT TERMS.

GENERAL RENTAL POLICIES

_____ 1. RENTAL FEES ARE CHARGED FOR THE TIME NEEDED TO SET UP, DECORATE AND CLEAN UP. WHEN PLANNING YOUR EVENT, PLEASE INCLUDE ENOUGH RENTAL TIME TO COVER ALL YOUR NEEDS. YOUR RENTAL FACILITY WILL BE AVAILABLE AT THE TIME YOU REQUEST ON THIS FORM.

_____ 2. USE OF ALCOHOLIC BEVERAGES ON CITY PARK PROPERTY AND PUBLIC FACILITIES IS STRICTLY PROHIBITED. USE OF ALCOHOL (BEER ONLY) IS ALLOWED AT THE K OF C BUILDING ONLY BY WRITTEN PERMISSION OF THE BELLEVUE RECREATION BOARD. PERMITS FOR ALCOHOL USE MUST BE SUBMITTED TO THE BOARD AT LEAST 30 DAYS PRIOR TO THE EVENT. ALCOHOL PERMITS WILL NOT BE CONSIDERED FOR HIGH SCHOOL GRADUATION PARTIES AND OTHER EVENTS HELD FOR AGES 20 AND UNDER. A \$50 DEPOSIT WILL BE CHARGED. THIS CASH OR CHECK WILL NOT BE PROCESSED AND WILL BE RETURNED FOLLOWING RENTAL BASED FACILITY CONDITIONS.

_____ 3. ALL RECREATION FACILITIES ARE 'SMOKE FREE', INCLUDING THE COMMUNITY CENTER, AND MIL'LYMPIC POOL ENCLOSURE. SMOKING BY MINORS ON PARK PROPERTY IS PROHIBITED.

_____ 4. FOR THEIR SAFETY, ALL CHILDREN 10 YEARS OF AGE AND UNDER MUST BE UNDER DIRECT ADULT SUPERVISION AT ALL TIMES.

_____ 5. THE RENTING APPLICANT SHALL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGES TO RECREATION FACILITIES AND EQUIPMENT DUE TO MISUSE.

_____ 7. FIRE CODE PROHIBITS THE USE OF ANY OPEN FLAMES.

_____ 8. TO AVOID ANY POTENTIAL DAMAGES, PLEASE OBTAIN APPROVAL FROM THE RECREATION CENTER STAFF PRIOR TO PUTTING UP ANY EXTENSIVE OR OUT OF THE ORDINARY DECORATIONS. NO CONFETTI, GLITTER, FEATHERS, OR SILLY STRING PERMITTED. ONLY PULL STRING PIÑATA'S ALLOWED.

_____ 9. NEITHER THE CITY OF BELLEVUE NOR THE EMPLOYEES OF THE BELLEVUE COMMUNITY RECREATION DEPARTMENT SHALL BE HELD ACCOUNTABLE FOR ANY ITEMS THAT ARE LOST OR STOLEN AT THE FACILITY FROM THE RENTAL GROUP OR PERSONS/COMPANIES PROVIDING SERVICES AND EQUIPMENT FOR THE RENTAL PARTY. THE PERSONS, COMPANY OR GROUP RENTING THE ROOM SHALL HOLD THE CITY OF BELLEVUE, THE BELLEVUE PARKS AND RECREATION DEPARTMENT, THE BELLEVUE COMMUNITY RECREATION DEPARTMENT, THE BELLEVUE COMMUNITY LIBRARY AND THE BELLEVUE CITY SCHOOL DISTRICT HARMLESS AT ALL TIMES FROM ANY CLAIMS OR DAMAGES ON ACCOUNT OF INJURY TO ANYONE USING THE FACILITY AND/OR GROUNDS IN CONNECTION WITH THE FUNCTION SPONSORED OR OPERATED BY THE RENTAL APPLICANT, AND/OR GROWING OUT OF THEIR USE AND OCCUPANCY OF THE SAID FACILITY/GROUNDS, OR THROUGH ANY DEFECT IN SAID PREMISES, INCLUDING SIDEWALKS ADJOINING THE SAME AND USE OR OPERATION THEREOF.

_____ 10. APPLICANT MUST SIGN THE RENTAL CONTRACT. BY SIGNING THE CONTRACT, THE RENTAL APPLICANT ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR ENSURING THAT ALL GUESTS ADHERE TO THE ABOVE RULES AND ALL RULES AND REGULATIONS OF THE BELLEVUE COMMUNITY RECREATION DEPARTMENT.

CENTER POLICIES

_____ 1. **GYMNASIUM RENTALS:** ADULT SUPERVISION FROM THE RENTAL APPLICANT MUST BE IN THE GYM AT ALL TIMES. PLEASE READ AND FOLLOW ALL POSTED GYM REGULATIONS, I. E. NO USE OF GYMNASIUM MATS OR EQUIPMENT, NO HANGING OR GRABBING BASKETBALL RIMS, NO THROWING OF BASKETBALLS HALF/FULL COURT AND NO KICKING OF VOLLEYBALLS, ETC. ESPECIALLY TOWARDS THE CEILING LIGHTS. THESE RULES ARE INTENDED TO PROTECT YOUR PARTICIPANTS FROM POTENTIAL INJURY AND POSSIBLE DAMAGE TO THE GYM FACILITY.

_____ 2. THE COMMUNITY CENTER ELEVATOR IS FOR USE BY SENIOR CITIZENS, THE DISABLED AND TO MOVE EQUIPMENT AND SUPPLIES. FOR THEIR SAFETY, CHILDREN ARE NOT TO PLAY IN OR AROUND THE ELEVATOR.

SHELTER POLICIES

_____ 1. NO KEYS WILL BE GIVEN TO HOURLY RENTALS. FULL DAY RENTALS CAN PICK A KEY UP AT THE BELLEVUE COMMUNITY CENTER AT 8AM ON SATURDAYS. SUNDAY RENTALS MAY PICK A KEY UP ON SATURDAYS BETWEEN THE HOURS OF OPERATION.

PLEASE PRINT NAME: _____ **DATE:** _____

SIGNATURE (REQUIRED): _____