

**BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT**

**7666 NE High School Road  
Bainbridge Island, WA 98110  
206.842.2306**

**FACILITY USE APPLICATION**

Facility Requested: \_\_\_\_\_ Room(s) \_\_\_\_\_

Date of Event: \_\_\_\_\_ From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm (include set-up/clean-up)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address: \_\_\_\_\_

Expected Attendance: Adults \_\_\_\_\_ Youth \_\_\_\_\_ Total \_\_\_\_\_

Day of Event Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

Describe Event: (add extra pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is this event for profit or the promotion of a business? Yes \_\_\_ No \_\_\_ (If yes, please describe below):

\_\_\_\_\_

\_\_\_\_\_

Other Information (equipment and special needs): \_\_\_\_\_

\_\_\_\_\_

Special Requests \_\_\_\_\_

(Additional fees may apply for special requests or events that require extra staff time, such as more tables than rental site provides)

Use of alcohol is prohibited in all District parks except Fay Bainbridge Park. When approved by the Executive Director, alcohol use is also permitted in the following select facilities, Camp Yeomalt, Pru's House, Seabold Hall, Strawberry Hill Center, and Waterfront Park Community Center. Other parks may be considered for special events. (Insurance and Alcohol Use Permit Application are required for all events with alcohol).

Will alcohol be used at this event? Yes \_\_\_ No \_\_\_

**For office use:**

**Ins Info Per District Policy:** Hazard Level 1: No ins required- Hazard level 2: Requires \$1 million/occurrence, \$2 million aggregate  
**Supervisors:** A) Select hazard level: 1 or 2 B) Check if applicable: \_\_\_ Ins Certificate \_\_\_ WSCLB Permit

| <b><u>For Supervisors:</u></b> |            | <b><u>Fees:</u></b> |                         | <b><u>Definitions Hazard Levels:</u></b> |          |                                                                                                                                |
|--------------------------------|------------|---------------------|-------------------------|------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Rental</u></b>           | Approved   | Yes                 | No                      | Hourly rate                              | \$ _____ | <b><u>Level 1:</u></b> Low risk of injury activities such as academic classes.                                                 |
|                                | Date:      | _____               | x hours requested       |                                          |          | Ex. art shows, awards banqt, mtgs,                                                                                             |
|                                | By (name): | _____               | Sub-total               | \$ _____                                 |          | art/photo/instructional classes, sm picnic/potluck/fam gatherings <100                                                         |
| <b><u>Alcohol</u></b>          | Approved   | Yes                 | No                      | Plus additional fees:                    |          |                                                                                                                                |
|                                | Date:      | _____               | Other fee               | \$ _____                                 |          | <b><u>Level 2:</u></b> Activities involving alcohol or high risk of injury or loss. Ex. dog shows, food concessions, music     |
|                                | By (name): | _____               | Alcohol Surcharge       | \$ _____                                 |          |                                                                                                                                |
|                                |            |                     | Damage/Clean Deposit    | \$ _____                                 |          |                                                                                                                                |
| <b><u>Spec Request</u></b>     | Approve    | Yes                 | No                      |                                          |          | evnt open to public, sports/fitness programs, camps, nature walks, active cooking class, lg picnics/fam reunions/weddings >100 |
|                                | Date:      | _____               | <b>Total Amount Due</b> | \$ _____                                 |          |                                                                                                                                |
|                                | By (name): | _____               |                         |                                          |          |                                                                                                                                |