

North Creek Schoolhouse AT CENTENNIAL PARK



City of Bothell™
PARKS & RECREATION



Birthdays • Weddings • Receptions • Company parties • Meetings • More!

Updated 12/2019

North Creek Schoolhouse AT CENTENNIAL PARK

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The North Creek Schoolhouse is located at:
1130 208th St SE, Bothell WA 98021



Photo courtesy of the Bothell Historical Society

HISTORY

The North Creek Schoolhouse (circa 1902) is a historic gem remaining from Bothell's past. Formerly located on an elevated lot on the northwest corner of 228th and 31st Ave SE in Bothell, the building was relocated to Centennial Park in 2008 and beautifully restored. Virtually unchanged since its construction, the schoolhouse is significant as a rare intact example of a late 19th/early 20th century one-room vernacular schoolhouse.

Lela Jacobus McCullough, whose family pioneered the area, wrote a poetic account in her *Recollections Centering Around North Creek School*. Arriving in the valley in Sept. 1905, she recounts seeing the "dim outline of the schoolhouse standing on the ridge after they crossed North Creek." She said by light of the next day, it appeared as "a pure, white gem" gleaming against a background of green. Inside the school she described the sun's play through eastern and western windows and said it seemed "bright and peaceful...with curtains and walls snowy white."

Lela's poem speaks to the significance of the school as a center of social life in the pioneer days and gives a glimpse of early education that included intimate contact with the natural world. Even after the school closed in 1920, the building remained a central part of the Bothell community and functioned as a social center until about 1950. One long-time resident remembers that the sense of community surrounding the schoolhouse prevailed up until "television came along."

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WHAT DAYS ARE THE SCHOOLHOUSE AVAILABLE FOR RESERVATION?

The North Creek Schoolhouse is typically available for rent 7 days a week (subject to availability), but is not available on the following holidays:

- New Years Eve/New Years Day
- Easter
- Labor Day
- Martin Luther King Jr. Day
- Memorial Day
- Veterans Day
- Christmas Eve/Christmas Day
- Presidents Day
- Independence Day
- Thanksgiving Day

HOW LATE CAN I RENT THE SCHOOLHOUSE

All events at the Schoolhouse must conclude by 11pm, with cleanup ending no later than midnight.

HOW MANY PEOPLE WILL THE SCHOOLHOUSE ACCOMMODATE?

The Schoolhouse has a maximum capacity of 35 people (including children).

WHEN CAN I MAKE SCHOOLHOUSE RESERVATIONS?

Reservations may be made up to one year in advance.

WHO CAN RESERVE THE SCHOOLHOUSE?

Renters must be at least 21 years of age. Renters do not have to be City of Bothell residents in order to reserve this space, although non-resident rates will apply.

WHEN IS PAYMENT DUE FOR MY RESERVATION?

All deposits and fees are due at time of booking. We will not finalize any reservations until paid in full.

HOW MUCH DOES RENTING THE SCHOOLHOUSE COST?

(Fees updated annually and subject to change)

Hourly rate (no min)

Residents \$30

Non-Residents \$38

Damage Deposit (refundable)

\$100

SCHOOLHOUSE CANCELLATION & REFUND POLICY:

A full refund will be given if the City of Bothell cancels a facility reservation.

More than 30 days notice of cancellation: **Full refund**

15 to 30 days notice of cancellation: **50% refund**

Less than 15 days notice of cancellation: **No refund**

All cancellations are subject to a \$10 processing fee.

C H E C K AVAILABILITY!

CALL
(425) 806-6760

EMAIL
recreation@bothellwa.gov

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FOR YOUR INFORMATION (FYI):

- You must book enough time for setup and cleanup at the beginning and end of your event—no additional time will be added. Recommended cleanup time: 1 hour.
- ◇ Failure to vacate the building at the end of your scheduled time, or failure to do a thorough job of teardown/cleanup will result in the loss of some or all of your damage deposit. Any additional cleaning fees or damage repair caused by your event will be charged as well.
- The person signing the North Creek Schoolhouse Rental Application will be considered the responsible party in case of damage, theft or disturbance (including conduct of guests) during scheduled time. The renter needs to pay, at a minimum, the damage deposit and be listed on the certificate of insurance as the “Insured.”
- The City of Bothell reserves the right to require chaperones and/or security, if deemed necessary. All minors must have adequate adult supervisions at all times.
- Applications may be denied or revoked when the applicant has made a misrepresentation or failed to disclose any pertinent information in connection with the North Creek Schoolhouse Rental Application.
- City staff cannot sign for any deliveries, and are not responsible for the loss of personal or rental items during your rental.
- All changes to reservations by renter must be made in writing (email is acceptable), and must be requested no less than seven (7) days prior to event. Any additional fees are due at time of change. Date changes will be treated as a cancellation and new reservation. No changes permitted day of the event.

INSURANCE: DO I NEED IT?

Events that require insurance include, but are not limited to...

- **Events open to the public**
- **Events deemed to be high-risk**

*If required, your personal insurance agent may be able to provide you with the insurance that is needed. If not, the City’s insurance broker has partnered with a third-party vendor to provide general liability insurance that may meet your needs. Learn more at www.wciapool.org/insurances/tulip (Venue name: **North Creek Schoolhouse**/Venue I.D. Code: **0465-595**)*

INSURANCE REQUIREMENTS

- A. \$2,000,000 General Aggregate & \$1,000,000 per person, per incident
- B. City of Bothell listed as “additionally insured” (Address: 18415 101st Ave NE, Bothell WA 98011)
- C. Date, time and location of event
- D. Endorsement that the renter’s insurance coverage shall be primary insurance with respects to the City of Bothell (insurance not valid without the endorsement!)

Questions? Email kari.bachle@bothellwa.gov

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TABLES, CHAIRS & EQUIPMENT

- ◇ 5-ft. rectangles (5)
- ◇ White folding chairs (35)
- ◇ Chalkboards (*renter provides own chalk*)

Renter is responsible for providing their own dishes, serving utensils, and table linens.

DECORATIONS

- Decorations may be attached to the walls with reusable “poster putty” adhesive or blue painters tape only.
- No tacks, staples, other tape, or Command hooks allowed.
- Affixing anything to ceilings, lights, or windows/window frames is prohibited.
- No confetti/party poppers or candles allowed (birthday candles ok).

**PROHIBITED
ITEMS**



- Open flame (birthday candles ok)
- Sterno candles (caterers)
- Tobacco use
- Serving alcohol
- Smoke & bubble machines
- Rice, birdseed, wax, glitter, confetti
- Sparklers/pyrotechnic devices
- Nails, tacks, staples, scotch tape, duct tape, Command hooks
- Charcoal or gas grills/bbq's

FOOD & DRINK

The North Creek School house is over 100 years old, with unsealed wooden floors that can stain easily. While we welcome food and drink in this space and know that accidents do happen, please take precautions to avoid excessive dropped food and spills.

A cleanup kit is provided to help with any major spills. Any additional cleanup/damage costs may result in the forfeiture of your damage deposit and additional charges (if necessary).

The Schoolhouse does not have running water, kitchen facilities, or any appliances. Power outlets are located throughout the room.

DAY OF YOUR EVENT

Prior to your event Parks & Recreation staff will contact you with a unique door code and instructions to enter the building at your scheduled rental time. You will not be able to enter the building or plan deliveries any earlier than your scheduled start time.

- Upon arrival, please do a thorough walkthrough of the building and check for any preexisting conditions, making note of them on the checkout form (provided in folder at building). When complete, you will be able to begin setting up for your event. All setup and teardown of tables, chairs, and decorations are the sole responsibility of the renter, and must take place within your scheduled rental time.
- At the end of your event, fill out the END OF EVENT CHECKLIST (provided in folder) and leave in the back of the folder when complete.

Get your full deposit back—cleanup and checkout on time! 😊

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Planning Your Event

NORTH CREEK SCHOOLHOUSE

ADDRESS:

9929 NE 180th St, Bothell

MAXIMUM CAPACITY:

35 people (including children)

MINIMUM RENTAL TIME:

1 hour

EVENTS MUST END BY:

11 p.m. (cleanup by 12 a.m.)

IDEAL FOR:

HOA/business meetings

Birthdays

Baby showers

Wedding/receptions

Holiday parties

And more!

**Wifi not available at the Schoolhouse
at this time**



Raised stage and blackboards at the front of the room.



Schoolhouse entrance and exterior of storage spaces at the back of the room.



Replica desks on display at Schoolhouse.

NOTE: The North Creek Schoolhouse does not have running water or restrooms inside the building. Restrooms are located just outside the building in Centennial Park.

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Planning Your Event



EXPAND YOUR EVENT!

**CENTENNIAL
PARK PICNIC
SHELTER**

Take your party outside by reserving the Centennial Park picnic shelter alongside your Schoolhouse event! With a max capacity of 25 people and two built-in charcoal grills, the shelter provides a great space to serve food, eat, stage games/activities, and more.

With over 46 acres of trails and wilderness to explore, you'll love having your event in Centennial Park!

Half day (5 hrs): R \$100/NR \$125 | Full day (12 hrs): R \$200/NR \$300

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Sample Checkout Form

Must be signed by renter at the completion of your rental and left in back of folder in storage room.

We recommend at least one (1) hour at the end of your rental for teardown and cleanup of your event. All cleaning supplies provided by Parks & Recreation.



City of Bothell™

Renter name (print): _____
Date: _____
Renter time in: _____
Renter time out: _____

NORTH CREEK SCHOOLHOUSE CHECKOUT FORM

Thank you for having your event at the North Creek Schoolhouse! To ensure your event goes as smoothly as possible and you receive your full deposit back, please read and complete the information below. Remember: your setup and cleanup times are included in your rental period. The facility must be clean and vacated by the end of your scheduled rental time.

*** LEAVE SIGNED FORM IN STORAGE ROOM MAILBOX AT THE END OF YOUR RENTAL ***

UPON ARRIVAL: To avoid being charged for damage you did not create, please do a quick walk-through of the building and note any preexisting conditions in the space below.

AT END OF RENTAL: Complete the checklist below and ensure the building is returned to the same or better condition in which you found it. The renter or responsible party during clean up and signed off by both the renter or responsible party and City staff. Failure to complete the items on this checklist will result in the forfeiture of all or part of the damage deposit. Damage deposit may also be forfeited if damage occurs to the facility or equipment or if building is vacated after your reserved time.

END OF EVENT CHECKLIST	(Initial)
Tables and chairs cleaned (supplies in closet)	
Tables <u>neatly</u> returned to closet	
Chairs <u>neatly</u> returned to closet	
Floor swept	
Floor vacuumed (if needed)	
All food, water, decoration, etc. removed from building	
All garbage removed from premises (dumpster available in park) and replaced with new bags provided by City	

I agree that the facility was left in the same or better condition than when we arrived.

Renter or Responsible Party	Date
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FAILURE TO SUFFICIENTLY CLEAN THE BUILDING AT THE END OF YOUR EVENT, OR ANY DAMAGE CAUSED BY YOUR EVENT MAY RESULT IN PARTIAL/ TOTAL LOSS OF YOUR DEPOSIT, POSSIBLE ADDITIONAL CHARGES, AND DENIAL OF FUTURE RENTALS.

Deposits paid by credit card will be refunded within five (5) business days.

Deposits paid by cash/check will be refunded within three (3) weeks.

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AFTER YOUR EVENT

- If all went smoothly...well done! You should be seeing your damage deposit coming back to you soon—within five (5) business days if paid by credit card, or three (3) weeks if paid by cash/check.
- We'd love to hear from you! Email any comments, reviews, feedback, pictures, etc. to recreation@bothellwa.gov, or tag [@bothellparks](#) on [Facebook](#).

#ncschoolhousebothell



Photo courtesy of the Bothell Historical Society

Ready to book your event?

Still have questions? Want to schedule a tour? Check date availability?
Contact Bothell Parks & Recreation at (425) 806-6760, or email recreation@bothellwa.gov.

Online rental application: www.bothellwa.gov/ncschoolhouse

Once we receive your application, we will contact you to confirm your date and process your payment.