



City of Soap Lake PO Box 1270 Soap Lake WA 98851
509 246-1211 Fax 509 246-1211 cityofsoaplake.org

City of Soap Lake Facility Rental Reservation Application

Is facility usage for:

- Other government official / agency
- Person / organization with a contractual relationship to the City
- Organization in which a City council member or employee is a member
- Nonprofit organization providing cultural enrichment to the community

Group Name: _____

Contact Person: _____

Phone: _____ Secondary Phone: _____

Address: _____

Date of facility request: _____

Time of facility request: _____

Type of Activity: _____

Anticipated Attendance: _____

Facilities may not be used

- by non-governmental officials or agencies for any profit/non-profit fund raising, advertising, promoting or selling of merchandise or services.
- by persons or organizations for election or campaign purposes or purposes contrary to federal, state or city law.
- when a charge is made for fees or tuition to attendees.

Submit application and proof of insurance (\$2,000,000 bodily injury & property damage liability minimum) to the City Clerk at 239 2nd Ave SE.