

# City of Moses Lake Facilities Request And Agreement



Moses Lake Civic Center

(Please check one or more facility to use)

- Auditorium
- City Council Chambers
- Avenue

Event Date		Time of Event	
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Number of People Anticipated	
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Type of Event	
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Name of Organization or Individual	
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Name of Person Responsible	
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Billing Address	
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City, State, Zip Code	
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Phone #		Food/Beverages in Avenue or Café?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Piano Use in Auditorium  Yes  No

**\*Please Note\*** The City of Moses Lake must be informed of your intent to use the piano and the use must be approved by the City Manager.

**Alcohol Availability:**  
 No alcohol is allowed in City facilities unless approved by the Moses Lake City Manager or his designee. Alcohol Availability Request form is available on our city website:  
<http://www.cityofml.com/DocumentCenter/Home/View/777>

**Agreement to Policies:**  
 I have read and agree to follow the City of Moses Lake’s Facility Use Policies as attached to this agreement. I specifically agree that the use of the facilities is granted with the express understanding and condition that the user organization or individual and its agents will hold harmless and indemnify the City of Moses Lake for any loss, damage, or claims arising out of such use.

**Usage fees:** Applicable according to policy

Please sign and return to: City of Moses Lake PO Box 1579 Moses Lake, WA 98837	Or email form to: Sophia Guerrero Executive Secretary sguerrero@cityofml.com
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Authorized Signature of Organization or Individual:	Date:
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**\*\*Additional Requirement:**  
 Certificate of Liability naming the City of Moses Lake as an additional insured for \$1,000,000.00 per occurrence and an Endorsement to the Policy submitted to the Administration Office along with your facility rental request form.

City Manager’s Signature:	Date:
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