



THE ISLAMIC CENTER OF PITTSBURGH

IN THE NAME OF GOD, THE MERCIFUL, THE BENEFICENT

Rental Agreement

First Name	Last Name
Address	Phone
Title of Event	Date/Time of Event
Audience (private, group meeting, open event)	Total Charges

Please check all that applies to your event.

- ICP Member Food Served Kitchen requested
 Equipments (projector, microphones, other?)

Please check the room(s) that you will be renting.

- Social Hall Prayer Hall (LL) Meeting Room #____
 Library Kitchen Other _____

Please provide us with a brief description for the event.

(halaqa, private party, youth meeting, Dawa activity, committee meeting ...etc)

By signing below you are agreeing that you have read all of the attached rental agreement. You also understand that a \$100.00 deposit is required. This deposit will be returned after the event is completed **ONLY** if there is no additional cleaning or repairs required by the ICP staff. If cleaning is required a reasonable charge will be deducted from the deposit; in case of major repairs or damages, the **ENTIRE** deposit will be kept. You also agree that all social events should be in accordance to the Qur'an and Sunnah. As such, all individuals are expected to wear Islamically acceptable clothing, and exemplify good mannerisms. Additionally this means no music, dancing, or other activities that would disrupt worshippers at the ICP. No activity should interfere with the five daily prayers, or possible guest visitors.

Renters Signature _____ **Date** _____

EC Signature _____ **Date** _____



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ICP Rental Policy for Private Events

Explanation of Regulations

1. All reservations are to be recorded in the ICP Office on a first come first serve basis. No reservation is finalized without the signature of the EC and the deposit. So that no time conflict occurs between a rental and regular events, the request to rent must be given at least 3 weeks in advance of the rental, so that reasonable arrangements could be made to move regular events.
2. Reservation of adjoining rooms should also be made in advance.
3. In case food is served, the ICP has no liability towards the food being served, in addition, ICP will not be providing cold drinks.
4. All social events should be in accordance to the Qur'an and Sunnah. As such, all individuals are expected to wear Islamically acceptable clothing, and exemplify good mannerisms. Additionally this means no music, dancing, or other activities that would disrupt worshippers at the ICP. No activity should interfere with the five daily prayers, or possible guest visitors.
5. The renter assumes all responsibility for his/her guests, and agrees that the ICP is unaccountable in case of any injury or accident.
6. In order to ensure complete refund of deposit, the renter understands that the area being rented should be given back clean **and organized**. All furniture and equipment should be in their proper places. No leftover stuff like stationery, paper products, etc lying around. In case of social hall, the garbage has to be disposed off in the dumpsters outside; and also if the tables were setup already, then they should remain set up and clean.

Explanation of Charges

- Both Social Hall & Kitchen Fee = \$100.00 for ICP member, \$150.00 for non members
- Deposit = \$100.00
- Social Hall = \$50.00 for ICP members, \$70.00 for non members
- Kitchen fee =\$80.00 for ICP members, \$100.00 for non members
- A special fee will be charged for use of the pantry room if supplies are needed.

The \$100.00 deposit it is required, and must be paid in advance. This deposit will be returned after the event has completed, assuming no additional cleaning or repair is required by the ICP staff. If cleaning is required a reasonable amount will be deducted from the deposit; in case of major repairs or damages, the entire deposit will be kept.