**Rental Agreement**

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| --- | --- | --- | --- |
| **First Name:** |  | **Last Name:** |  |
| **Address:** |  | **Phone Number:** |  |
| **Title of Event:** |  | **Date/Time of Event:** |  |
| **Audience (private, group meeting, open event)** |  | **Total Charges (see last page for explanation of charges):** |  |

**Please check all that apply to your event:**

* ICP Staff Member
* Food Served
* Kitchen Requested
* Equipment Requested (projector, microphones, other?)

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

* Social Hall
* Prayer Hall
* Library
* Kitchen
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide us with a brief description for the event (halaqa, private party, youth meeting, 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 with 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.

**Renter’s Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date \_\_\_\_\_\_\_\_\_\_\_\_**

**ED Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_

**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 staff and a 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 can 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, the ICP will not be providing cold drinks.
4. All social events should be in accordance with 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 a 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 items such as stationary, paper products, etc. should be lying around. In case of use of the social hall, the garbage has to be disposed of in the dumpsters outside. Also, if the tables were set up already, then they should remain set up and clean.

**Explanation of Charges**

* Security Deposit: $100.00
* Social Hall Fee: $50.00
* Kitchen Fee: $50.00
* Both Social Hall & Kitchen Fee: $100.00
* A special fee will be charged for the use of the pantry room if supplies are needed.

The $100.00 deposit is required and must be paid in advance. The 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.