

ICNEV Community Center Rental Agreement

Multi-Purpose Room (MPR) Reservation/Cancellation:

1. Submit this signed MPR Rental contract to mpr@islamcenter.com to reserve the MPR. The facility manager will contact you within 24-48 hours to discuss the rental request.
2. Unless a check addressed to ICNEV is received within 7 calendar days of your original request to confirm your reservation, else your reservation is not guaranteed.
3. In the event of a cancellation, MPR rental fee is 75% refundable.

Rental Package:

ICNEV charges per event to rent the MPR for a total of 8 hours (including setup & cleaning) as mentioned below.

Are you an ICNEV voting member with membership dues paid in full as of Dec 31 of last year? Yes No

Rental component	Tier 1 (max 100 guests)	Tier 2 (max 200 guests)	Tier 3 (max 300 guests)
<ul style="list-style-type: none"> • MPR & Library Area • Tables & Chairs • Sound system & Projector • Buffet server warming trays 	<input type="checkbox"/> Member: \$500 Non-Member: \$1000	<input type="checkbox"/> Member: \$1000 Non-Member: \$2000	<input type="checkbox"/> Member: \$1500 Non-Member: \$3000
<input type="checkbox"/> Table Cloths*	\$75 <input type="checkbox"/>	\$100 <input type="checkbox"/>	\$150 <input type="checkbox"/>
<input type="checkbox"/> Setup & cleaning cost	2 people -- \$40/hour <input type="checkbox"/>	3 people -- \$60/hour <input type="checkbox"/>	4 people -- \$80/hour <input type="checkbox"/>
<input type="checkbox"/> Security Deposit	\$1000 <input type="checkbox"/>	\$1500 <input type="checkbox"/>	\$2000 <input type="checkbox"/>

***** Submit a check based on the above Tier package *****

- This agreement is not valid unless it's signed by both parties, the renter and ICNEV Board member/representative.
- MPR is **NOT rented** during:
 - Friday afternoons
 - ICNEV scheduled programs on weekends like Islamic school, Quran Academy etc
 - Ramadan for private Iftar

Rental Terms & Conditions:

- The MPR is part of an Islamic Center and, as such
 - No alcoholic beverages are allowed.
 - No pork products are allowed.
 - No music & dancing is allowed.

- Shall not exceed maximum of 300 attendees (Max occupancy per fire department).

Initial _____
Initial _____



In the Name of Allah the Beneficent the Merciful

- The renter shall vacate MPR with all guests by 10:30pm to let the hired help clean the MPR and put it back as it was prior to the event. Additional time after 10:30pm will be charged at the rate of \$100 for every 30 minutes (it excludes cleaning crew charges as it extends their time as well). Initial _____
- The renter should vacate and return the premise in the condition it was rented. The renter is responsible for any property damage, other than normal wear and tear, caused by them, their guests including children. Any damage to the property or equipment will be deducted from the security deposit. Initial _____
- Any excessive spills spoiling the carpet requiring professional carpet cleaning will be deducted from the security deposit. Initial _____
- Use of cooking gas grills/gas stoves in the kitchen or on the premise are NOT allowed. Initial _____
- Kitchen and storage areas are off limits to guests and renter should ensure guests are not entering kitchen preventing hired help to do their job. Renter is only authorized (and not guests) to deal with hired help in case of any need to access kitchen or need additional help for the event. Initial _____
- In case of any disagreement with the hired help, renter is advised to contact the Facility manager. Any dispute with hired help or Facility Manager could render your rental contract void and may require you to vacate the premise immediately. Initial _____
- In general, hired help may need up to 2 hours prior to the start of the event to setup the MPR and couple of hours after the event to cleanup and put the premise back in order. However, excessive decoration or setup & cleanup may increase these hours and the rental charges if it exceeds 8 hours. Initial _____
- Any other decorations are the responsibility of the Renter. No tape may be put on the walls and no staples on tables or walls are permitted. Initial _____
- Any food served in the MPR is renter's responsibility and we recommend liability insurance. Initial _____

Renter agrees to all the terms and conditions above by signing this agreement:

Renter Name:

Requested Rental Date & Time (Time: from & to)

Signature & Date: Renter

Signature: ICNEV Board Member/Representative

Renter Telephone # _____

Telephone # _____

For questions, please contact ICNEV Facility Manager at mpr@islamcenter.com