



FACILITY RENTAL APPLICATION

Islamic Circle of Mercer County (ICMC)
336 Lawrence Station Road, Lawrenceville, NJ 08648
Tel: 609-586-3165; <http://www.islamicircle.org>
email: aazfar2015@outlook.com

ICMC reserves the right to reject any rental application at its own discretion.

Maximum capacity: First Floor Hall: 80 people; Third Floor Hall: 120 people

Date _____

Name/Organization _____

ICMC member: Yes No

Address _____

Tel _____ Email _____

Name(s) of person(s) responsible for, but not limited to: cleanliness, security, supervision, fees, damages to property/equipment, adherence to schedule.

Name _____ Tel _____ Email _____

Event Description _____ Event Date _____

Time of Event: From _____ To _____ Number of Guests _____

Will any fundraising take place during the event? Yes No

Catering will be from _____

COOKING IS NOT ALLOWED IN THE KITCHEN. KITCHEN MAY ONLY BE USED FOR MINOR PREPARATION OF FOOD. Please initial _____

ICMC Liability Waiver and Indemnification Provision

Renters assume full responsibility for the ICMC premises and their guests' attendees' welfare. By signing this waiver, the above named organization/applicant hereby waives and releases all rights to make a claim for any loss or damage that may hereafter accrue against the Islamic Circle of Mercer County, its officers, agents and employees arising out of the use of the ICMC facility; the applicant further agrees to indemnify the Islamic Circle of Mercer County as a result of bodily injury or property damage arising out of the use of the ICMC facility.

Print Name _____ Sign _____ Date _____

FOR OFFICE USE ONLY

Date _____ Application approved ___ Not approved ___

ICMC Ameer _____ ICMC Administrator _____

Rental \$ _____ Check Credit Card Cash Deposit \$ _____ Total \$ _____

* For fees, policies and procedures, please read the following pages.



Rental Guidelines and Agreement

Islamic Circle of Mercer County (ICMC)

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Tel: 609-586-3165; <http://www.islamicircle.org>

email: icmcschura@googlegroup.com

Rental Guidelines

- ❖ **Special rates, terms and conditions may apply to ICMC members – please contact an ICMC representative for more information**
- ❖ **Fees are subject to change without notification.**
- ❖ **Cash deposit WILL NOT be fully returned if there are additional guests, the event exceeds its scheduled end time; the facility is misused, items are damaged or broken or the renting party failed to properly clean the facility. Please initial indicating your acceptance _____**
\$5.00 per additional guest; \$50.00 per additional hour; Cost of damage or failure to clean: Per estimate of the cost. If the additional cost exceeds the cash deposit, user will be billed accordingly
- ❖ **Please make reservations at least two weeks in advance – reservation is not complete until payment has been submitted**
- ❖ **In the event of cancellation please notify ICMC one week in advance of the reservation date to avoid cancellation charges.**
- ❖ **ICMC assumes no obligation to meet any changes in schedule that have not been stated in the completed rental form.**
- ❖ **Refunds, if applicable, will be processed within 7-10 business days after the reservation date.**

Rental Agreement

- ❖ **Use of the Islamic Circle of Mercer County shall conform to fire and safety ordinances. Activities and programs are subject to the capacity restriction of the assigned space.**
- ❖ **The person signing the Rental Agreement must be an adult over the age of 18 who must be present for the duration of the function and shall be responsible for maintaining all rules and policies.**
- ❖ **Sub-leasing of any of the rented areas is not allowed.**
- ❖ **Willful violation of any rules could lead to the loss of eligibility to use the facility.**
- ❖ **Any incorrect information on the application form may result in the cancellation of the reservation at any time and forfeiture of the cash deposit.**
- ❖ **The user is responsible for obtaining all permits and licenses necessary for the proposed activities.**
- ❖ **ICMC may require procurement of Comprehensive General Liability Insurance, naming Islamic Circle of Mercer County as a “Name Insured” having the same coverage and coverage limits as the “Name Insured”.**
- ❖ **The event must not interfere with Adhan/prayer timings and performance or any ICMC sponsored routine events (including but not limited to Sunday school). Program schedule must be arranged to plan breaks at prayer time.**

- ❖ **ICMC representatives must be given unrestricted access to all activities within the premises of ICMC at all times.**
- ❖ **Guests are obliged to follow the directions of the Facility Representative.**
- ❖ **ICMC reserves the right to cancel or interrupt an event at its own discretion and without prior notification or financial compensation to the renting party. In the event of an emergency the facility must be available to ICMC for its use during or instead of the scheduled event.**
- ❖ **ICMC reserves the right to restrict access to certain areas at its own discretion. All participants are required not to disturb the rooms setup. This includes pictures, whiteboards, decorations, supplies, audiovisual equipment, etc.**
- ❖ **Masjid office equipment including microphone are for Masjid use only. Use of the microphone is subject to approval. No equipment or furnishings belonging to ICMC is to be removed from the building.**
- ❖ **If furniture or equipment belonging to ICMC is to be moved, it must be done with the permission of the ICMC. All such items will be returned to designated locations at the end of the activity. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.**
- ❖ **The user will have the opportunity to inspect the physical condition of the facility and accept the use of the facility in an "as is" condition, and agrees to comply with all terms and conditions of the Rental Agreement, including the Indemnification provision, knowing the physical condition of the facility.**
- ❖ **Use of the ICMC Facility is limited to dinners, educational and social events only.**
- ❖ **Reservation of the ICMC Facility is not an authorization to use the facility as a staging or planning ground for demonstrations or protests.**
- ❖ **ICMC will not be responsible for donations made to any organization or to any unauthorized fund drive during the event.**
- ❖ **Authorization for the use of ICMC facilities shall not be considered as endorsement or approval of the activity group or organization nor of the purposes it represents.**
- ❖ **Any advertisement or announcement by the user must include the following statement: "This program is sponsored by (name of user). Use of the ICMC facilities does not constitute support of or endorsement by the Islamic Circle of Mercer County". In a print advertisement or announcement, the disclaimer must be the same size as the font used to announce the location of the program.**
- ❖ **Attire and conduct worthy of an Islamic place of worship must be maintained at all times within the premises of ICMC by all guests/visitors. No foul language will be allowed.**
- ❖ **The Facility must not be used for music or dance.**
- ❖ **Weapons, Smoking, alcoholic beverages, contraband drugs, Controlled substances, pets, graffiti and serving pork products are strictly prohibited within the ICMC premises**
- ❖ **Chewing gum, confetti, candles, glitter and any other damaging debris are also prohibited inside the ICMC building**
- ❖ **Running, playing or any physical sport activity inside the building is strictly prohibited**
- ❖ **Use of rollerblades, roller skates, and skateboards within the ICMC premises is prohibited**
- ❖ **The renting party must provide sufficient supervision for crowd control, ticket sales, ushers, security of personal property and enforcement of the facility Rules, and applicable state laws and local ordinances.**
- ❖ **The renting party is responsible for providing its own security personnel.**
- ❖ **Adequate adult supervision must be provided by the renting party for all activities where children, youth and teens are present**
- ❖ **The renting party is responsible for making its own arrangement for Transportation, loading / unloading activities, food/drinks and hall set up.**

- ❖ ***Food can only be consumed in the multi-purpose hall. Please bring your own pots, pan, utensils, plates, napkins, etc. – ICMC products will not be used by anyone at the event.***
- ❖ ***The premise must be cleaned after use:***
 - ***All chairs and tables must be folded and stacked in place.***
 - ***Garbage must be collected in garbage bags and dumped in the appropriate garbage cans outside.***
 - ***All floors should be cleaned (broom and/or vacuum), no food particles on the floor.***
 - ***Spills on linoleum should be wiped cleaned, spills on carpets or any damage must be reported to the ICMC Administrator as soon as possible.***
 - ***Kitchen counters, sinks, stoves should be cleaned before leaving.***
 - ***No left over food should be left in the kitchen, fridge/coolers or freezer.***
- ❖ ***Parking must be at the designated spots and not to block anyone especially at Jumma'ah or Taraweeh Prayers. Violating vehicles may be towed at owners' expense.***
- ❖ ***Parking in the spots designated for Imam and special guests is not allowed.***
- ❖ ***The renting party is responsible for its guests parking requirements. When the existing parking is not sufficient, the renting party is responsible for making arrangements for additional parking.***
- ❖ ***ICMC is not required to provide storage for the property of the group using its facilities. Items left behind in the building, will be disposed of immediately after the event. The renting party will be billed for any expense incurred as a result of the disposal. ICMC will not be responsible for damaged, lost, or stolen items.***
- ❖ ***Make your checks payable to ICMC.***

I have read and understood the fees, policies and procedures and agree to abide by the above rules and by the scheduled hours of use; any violation of this agreement is subject to loss of deposit.

Print name _____ Sign _____ Date _____