

# Northwest Islamic Center Hall and Kitchen – Rental Form

Number of people	Serial Hall and Kitchen (no cooking)
1. 100 or less	\$150.00
2. 100 or greater	\$200.00
3. Outside Jamat Team / Halaqa / Meetings	\$50.00
Conditional refundable deposit: cash \$100.00 (apply for 1 and 2)	

Date and time of renting: \_\_\_\_\_

Purpose of renting: \_\_\_\_\_

Will any fundraising take place during the event:  Yes  No

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contacts: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

## AGREEMENT

1. Renters assume full responsibility for the premises and their guest/attendees welfare. Renters agree to identify and hold NWIC harmless in case of any injury or accident.
2. The rental of the hall and kitchen must not interfere with daily five times prayers services in the mosque or any NWIC sponsored events (including but not limited to Sunday school).
3. No alcohol or pork is to be brought or consumed on the premises at any times.
4. The premise must be cleaned after the use:
  - All chairs and tables must be folded and stacked in place.
  - Garbage must be dumped in the appropriate dumpster outside.
  - All floors must be swept and mopped, no food particles on the floor.
  - Spills should be wiped cleaned in the hall and kitchen area.
  - Kitchen counter, sinks, stove should be cleaned before leaving
  - No left over food in the kitchen, fridge/cooler or freezer.
5. Please bring you own paper/plastic products. NWIC will provide microwaves, percolator, food warmer, and ice.
6. The rent will be paid at least a week in advance with the form.
7. Make check payable to Northwest Islamic Center with *Hall rental* in the memo. Refundable deposit of \$100 only in cash will be collected. The deposit will be refunded if the facility in satisfactory condition.

I agree to abide by the above rules; any violation of these guidelines is subject to loss of deposit

Signature: \_\_\_\_\_ Date: \_\_\_\_\_