

Facility Rental Agreement

Primary Contact/Event Name: _____

Event Date: _____

Event Time: Start _____ to _____ End _____

Set-Up Time (Before Event): Start _____ to _____ End _____

Clean-Up/Restoral Time after Event): Start _____ to _____ End _____

General Use: We are pleased that you have chosen **WIC Worcester Islamic Center (WIC)** for your private function. We will endeavor to make this a pleasant experience for you, your family and your guest. Please read the provisions below carefully before you sign. Please contact us at 774-420-2636 or contactwic@wicmasjid.org if you have any questions.

Please indicate all areas you wish to reserve*:

<input type="checkbox"/> Main Prayer Hall (Musalla) Rate: \$1,000 (if no food in musalla and \$2,000 if food will be served inside the hall. Capacity: 600 with tables and chairs/2,000 with only chairs and 4,000 without tables and chairs	<input type="checkbox"/> Social Hall Rate: \$500 Capacity: 100 with tables and chairs/300 with only chairs and 500 without tables and chairs	<input type="checkbox"/> Cafeteria Rate: \$600 Capacity: 150 with tables and chairs/300 with only chairs and 500 without tables and chairs	<input type="checkbox"/> Kitchen Rate: \$400	<input type="checkbox"/> Library Rate: \$250 Capacity: 20 with tables and chairs/40 with only chairs and 60 without tables and chairs (No food and drinks allowed in the library)
<input type="checkbox"/> Gym Rate: \$45/session (max 4hr/session) or \$250/day (No food and drinks allowed in the gym)	<input type="checkbox"/> Other (specify below)			

*The rates listed above covers only rental for the various spaces. **It includes the use of tables, chairs, audio/visual, kitchen equipment etc. but does not include setup, after event cleaning and decorations.** Please see below for special provisions and potential other cost. Please initial each of the provisions below to indicated you have read them, and you agree to them. Feel free to call 774-420-2326 if you have any questions.

Deposits: A deposit of 25% of the total cost of rental will be required upon signing this contract. Based on the options selected above, your total deposit is \$_____. Deposits will be refunded in full if the reserved event is cancelled. Remaining payment should be made before event. Else, the deposit will count towards the final payment. _____ (initial to accept).

Setup Prior to Event: The renter is fully responsible for the initial setup and removal of the setup after the event. WIC can arrange for the setup at an additional cost of \$20/hour (minimum 2 hours before and after event). If you require setup, please call at least 2 days prior to the event. _____ (initial to accept).

Decorations: You are allowed to arrange your own decorations for your event. You will be responsible to dismantle all such decorations after the event. WIC can provide decorations for your event at additional cost. You must make any such decoration request at least 2 weeks prior to the event. _____ (initial to accept).

Cleaning: WIC will be responsible for pre-event clean of the event location including bathrooms, trash cans etc. Renter is responsible for returning the space clean and in good repair at the end of your event. WIC can arrange for the post event cleaning at an additional cost of \$20/hour (minimum 2 hours after event). If you require post-event cleaning, please call at least 2 days prior to the event. _____ (initial to accept).

Food catering and serving: The renter is fully responsible for the food required for the event. WIC can facilitate the cooking of the food at the WIC commercial kitchen. Any such request must be made at least 2 weeks prior to the event. _____ (initial to accept)

Media (Audio/Visual): If you require the use of mics, projectors etc. for your event, please contact WIC ahead of your event to ensure they are available for your use. _____ (initial to accept)

Security/Parking etc.: If you require security and parking attendants for your event WIC can arrange that for you at an additional cost of \$20/hour for a minimum of 2 hours. _____ (initial to accept).

Other Provisions: Please ask about other provisions such as babysitting and special needs care to see if it could be accommodated. _____ (initial to accept).

Damages: Renter will be responsible for the cost to repair all damages caused to the facility in the normal course of the event. A WIC personnel will contact the renter with evidence of said damages and the potential cost to remedy the situation. _____ (initial to accept)

Release of Liability: You accept full responsibility for your guests' safety and well-being during your event including any injuries, accidents, allergic reactions or other maladies. You agree to hold **WIC Worcester Islamic Center** harmless and not liable for any such occurrences during your event. _____ (initial to accept)

Additional Rules:

1. WIC is the House of Allah (SWT) and therefore it is an absolute necessity to respect it as such.
2. Ensure communication with your attendees whether they be Muslim or non-Muslims, that they observe Masjid etiquette including modest dress and removing shoes at the entrance (no shoes on the stairs or in the Musalla upstairs; shoes must be worn elsewhere).
3. The use of any form of lewd material is prohibited at the center. Prior permission must be granted for showing any kind of movie or video in the masjid.
4. No music is allowed in the at the center unless with prior permission and the kind of music (nasheed) vetted first.
5. **No fundraising is allowed at the WIC premise. If WIC finds out that there has been active fundraising or solicitation, then the Renter agrees to pay all the funds raised back to WIC.**

I Have Agreed & Accepted this contract:

Private Use Renter:

Worcester Islamic Center - Representative

Name / Signature Name/Date

Name/ Signature/Date

Phone: _____

Email: _____