

## **Worcester Islamic Center (WIC) Facility Rental Policies**

The facilities of Worcester Islamic Center are open for all; it particularly provides services to the Muslims living in Greater Worcester Area. The utilization of the center's facilities must be in accordance with the mission, rules and regulations of WIC. Here are the rules that oversee any leasing of WIC facilities for anyone who organizes any religious, educational, private party, family occasion or any social gatherings in the center. Since WIC is an Islamic center, its policies are made in the light of the teachings of the Holy Qur'an and on the basis of the noble traditions of prophet Muhammad (PBUH) through the understandings of the pious generations.

All planned events are subject to review and approval by the Executive Committee of the WIC. The WIC Executive Committee reserves the right to reject any rental requests that go against its policies or contradict with any Islamic teachings. Here are general guidelines that may prove inadequate for all foreseeable events, and may therefore be subject to change on an as – needed basis by the Executive Committee.

### **Availability**

All of the WIC facilities are all available for rent as long as the purpose for rent is in accordance with the center's policies and also does not conflict with the regular activities of the center or any other prescheduled event. These facilities available include, but are not limited to:

- 1 - Social Hall
- 2 - Prayer Hall
- 3 - Cafeteria
- 4 - Gymnasium
- 5 - Kitchen
- 6 - The Library
- 7 - Office rooms

### **Religious and Social Events**

The center is open for any and all private Social purposes. Such events may include wedding (Nikah) ceremonies, private religious events, education related gatherings, private social parties, group meetings, students graduations, family occasions, children's Aqiqah, Bismillaah's, or any social parties, educational assemblies or religious gatherings. WIC is also available for organizations to hold seminars, conventions, work related meetings, office parties, sports tournaments or trainings and all business corporations' gatherings or non-profit organizations' events.

## Fees

### Daily Fee

The fee for renting WIC facilities for a day depends on what facility is being rented. Below is a price list:

<b>Facility</b>	<b>Price</b>
Social hall	\$350
Prayer hall	\$1500
Cafeteria	\$300
Gymnasium	\$200
Kitchen	\$350
Library	\$100
Office rooms	\$100

Fees should be made payable to Worcester Islamic Center by cash, check or credit card at least seven days before the event to take place.

### Security Deposit

There is a security deposit that must be paid in full at the time of reservation or at least seven days before the scheduled rental day. The security deposit varies depends on what facility is being rented.

<b>Facility</b>	<b>Security deposit</b>
Social hall	\$100
Prayer hall	\$500
Cafeteria	\$100
Gymnasium	\$300
Kitchen	\$300
Library	\$50
Office rooms	\$50

### Cleaning Charge

If the renter wishes to leave the cleaning to the center, then **\$150** must be paid along with the rental fee for all facilities except the kitchen. For the kitchen, a \$200 must be paid along with the rental fee.

### Cancellations

Cancellations may be made at any time prior to the event. Any cancellation of a rental agreement should be made with the office of the center by phone, email or in person.

## **Articles of Agreement**

1. If any of these agreements or the center's policies is violated at the time of the event, then the center's administration has the right to halt the occasion from any further until the violation is corrected.
2. Renters are not permitted to profit from rentals. No transfer of rental privileges of any event rented at WIC unless previously approved by the Executive Committee.
3. Renter agrees to pay the fees in full at the time of reservations, or at least seven days before the event.
4. The renter is responsible for the actions of their invitees, and must make sure that all policies are complied with.
5. Renter is liable for any destruction or damage to WIC properties.
6. The details of how the facilities will be used must be made clear to the center and must be adhered to while the event is taking place.

## **Limitation & Liability**

1. Failure to comply without any explanations, with any rules of the center will be considered sufficient grounds for refusal of the use of WIC facilities.
2. WIC, its Board of Directors or Representatives assume no responsibility or liability for the injury to persons or equipment or for loss or damage to the personal property brought to the facility.
3. The renters are responsible for and will reimburse WIC for any loss, damage or injury to the building, its content, grounds, equipment or any person arising out of or in connection with your use of the facilities. You agree to indemnify WIC for claims or expenses including violation of the terms of this agreement.
4. WIC reserves the right to cancel your event at its sole discretion, at any time, for any reason, even if in progress, should you or your guests violate the terms of this agreement or the policies and instructions of WIC and fail to correct it after been advised to do so. In such cases, WIC shall retain all payment without any refund and shall not be liable for any charges or forfeited deposits imposed by your caterer or other services provider.

## **Set Up and Cleaning**

The renter is responsible for setting up and tearing down of any decorations. WIC and its staff will provide if needed chairs, round tables, long tables, food warming and cooling equipments, and the things alike. Setting up chairs, tables and other furniture and restocking them at the end of the event is the renter's responsibility. Since different occasions have unique styles and set ups, WIC will let the renter set up the facility according to their will. We encourage the renters to keep in mind the rules of the center when decorating and setting up for their event. WIC staff will help with basic assistance such as set up ideas and instructions, building supervision and any other help needed by the renter if it's feasible by the staff. Any unusual cleaning, or other work beyond basic assistance required from WIC staff may require additional billing.

## **Kitchen**

1. The kitchen is a licensed commercial state of the art facility. It's for the sole purpose of cooking, preparing food, reheating and serving food. It is equipped with a walk-in refrigerator, walk-in freezer, stoves, ovens, ice-makers, bakery for pizza and bread, fryer, microwave ovens, sinks and dishwashers.
2. Appliances and equipments are to be left clean.
3. No alcoholic beverages, pork products, or any food that is prohibited by the Islamic dietary code can be prepared, served or eaten anywhere in this Islamic center.
4. No equipment is allowed to be displaced for any reason.
5. The renter is responsible for disposing any leftover material that is used. The kitchen is required to be free of any organic material at any given time.
6. The renter is not allowed to leave food items in the refrigerator for future use of the kitchen.
7. At the end of the rental period an inspection of the kitchen will be performed by the Kitchen committee. The inspection will include examination of the all kitchen equipment, items and tools in terms of function and cleanliness. The security deposit will be returned in full to the renter upon passing inspection. In the case of failing inspection, corrections shall be carried out by the renter under the supervision of the kitchen committee and the expenses will be deducted from the security deposit. The remaining portion of the security deposit will be returned to the renter.
8. In case of loss of kitchen tools or damage to any of the kitchen equipment or items, the kitchen committee shall be in position to assess whether the loss or damage occurred due to an accident or due to negligence of the renter. If it is decided that the damage occurred due to negligence of the renter, the renter will be required to replace the loss and/ or fix the damage. If the damage is not fixable, then he/she will be required to buy a replacement with an equal specification and configuration to the damaged equipment.
9. The material that will be used to clean the kitchen (i.e. detergents, sweepers...etc) is the responsibility of the renter.
10. If the kitchen is to be used for events for the benefit of the whole Masjid community (e.g. Friday dinners), rent shall be waived, but the renter will still be required to pay the security deposit.
11. The administration is the entity that decides what a private party is and what is not.
12. The kitchen will be locked at all times. Any break-ins (through any of the doors or the middle sliding windows) or usage of the kitchen –any of its equipments, items or tools- without the administration/kitchen committee notice will expose the user to legal consequences.

## **Facility Rules**

1. The renter is responsible for damage to premises or equipment of the facility caused by the renter, the renter's guests and anyone hired by the renter (e.g. caterer, etc.)
2. Renter agrees to pay for any damage or loss of equipment and supplies of the facility
3. Customer waives all claims for personal injury including death, or for any loss of property damage.
4. Eating is permitted only in designated areas.
5. The Hall can only be rented for solemn and dignified functions such as educational activities, marriage, graduation (act.) as long as proper decorum is maintained.
6. The renter shall be responsible for making sure cars are parked in properly designated parking spaces only.
7. All emergency exit doors shall not be blocked in anyway.
8. The renter is responsible for any towing expense that may occur as a result of illegal parking.
9. In order to avoid any accidents, food or beverages spills shall be cleaned up immediately.
10. All goods/ property of the renter and their contractors (e.g. caterers) must be removed from the premise at the end of the function.
11. Food may be catered from an external caterer.
12. The microwave shall be used with only approved microwave containers.
13. Should it become necessary to adjust the temperature, the renter or a WIC approved personnel, shall be the only ones authorized to adjust the thermostat.
14. WIC administrators reserve the right to make additional suggestion or request for protection of the facility.