



Facility Rental Agreement

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** for your private function. As always, respecting the House of Allah (SWT) is an absolute necessity and ensuring communication with your attendees whether they be all Muslim or include non-Muslim guests, 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).

Please indicate all areas you wish to reserve:

Kitchen:

- Utilizing our fully equipped kitchen is available at \$400 during your event.
- Should you want limited kitchen use for heating already prepared food (oven/microwave), the rate is \$100
- Fridge/pantry access is at no charge but your needs must be communicated at the time of your reservation.

Social Hall: The Social Hall is available for exclusive use at the rate of \$ 500

Cafeteria: The Cafeteria is available for exclusive use at the rate of \$ 350

Musalla: The Musalla is available for exclusive use at the rate of \$1000

Library: The Library is available for exclusive use at the rate of \$250

Gym: The Gym is available for use at the rate of \$ 45.00/Session or \$250 /Day.

*Outdoor shoes and food is not permitted inside the gym at any time
 (Sport shoes with white soles recommended).*

Deposits: A separate \$100 deposit is required for each area included with your reservation. Please complete the following: (total # rooms) _____ x \$100 = \$ _____. Your deposit will be returned to you, less any costs for damages/repairs or cleaning required, determined as necessary by WIC Personnel.

Cleaning: You are responsible for returning the space clean and in good repair at the end of your event. Due to our busy events schedule, it is not possible to allow you to return at a subsequent time to clean the space, should your event run later than planned. All furniture (including tables, chairs and carpets) must be returned to their original location, as you found them.

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.

Agreed & Accepted this _____ day of _____, 20_____.

Private Use Renter WIC Worcester Islamic Center - Representative

 Name / Signature Name / Signature
 Phone: _____ Phone: _____
 Email: _____ Email: _____