



COMMUNITY HALL RENTAL CONTRACT

Name of Renter: _____

Address: _____
(Refund check will be mailed to the above address)

Phone number: _____

Email: _____

Date Requested: _____

Hours Requested: Start: _____ End: _____.

Statement Regarding Nature of Rental:

RENTAL FEES & ADD-ONS

The rental fee for the community hall is \$250 plus a refundable deposit of \$100. The renter may have the deposit refunded if the hall is left in the same or better condition than its original state. The rental fee will include:

- Use of the audio system
- The community hall area for men and women.
- Tables and chairs up to 250 guests.
- Free Wifi
- Access to the rest areas for men and women.
- Access to cleaning supplies.

Additional Fees (please check all that apply):

\$25 For use of children's play area (adult supervision required at all times)

DEPOSIT REFUND: After inspection of the community hall has been completed, the damage deposit will be refunded. The refund will be issued in check form to the address listed in this contract unless previously stated.

AGREEMENT ON RULES, REGULATIONS, RESPONSIBILITIES AND FEES:

The undersigned agrees to enforce the no-smoking policy and to prohibit drinking alcohol in or on the property being rented. The undersigned agrees to prohibit any actions that may damage the facility being rented or the equipment therein.

Separation between men and women should be maintained. Physical partitions are available, but separate setup/seating for men and women is generally sufficient.

Nothing Islamically forbidden (e.g. music and religious innovations) is permitted, and this is at the sole discretion of Imams of the masjid.

CLIC administration must be notified of the nature of the event at the time of reservation. CLIC reserves the right to decline a reservation request without explanation.

The undersigned is responsible for the care and supervision of the facility and accepts liability of any accidents or property damage during the time the facility is being rented.

THE UNDERSIGNED UNDERSTANDS THAT NO REFUND WILL BE MADE WITH LESS THAN 72 HOURS NOTICE OF CANCELLATION BY THE RENTER.

All hall reservations must be made AT LEAST ONE WEEK IN ADVANCE OF EVENT.

Decoration of the community hall is the sole responsibility of the event organizers. **THE USE OF CONFETTI, GLITTER, marking hall in the wall, using glue or any sticky tapes that can peel the paint IS STRICTLY PROHIBITED.**

The thermostat will be set according to the request of the renter and should remain as set.

If the terms listed in this agreement are not met, CLIC has the right to cancel the agreement.

Failure to comply with ALL posted cleaning requirements will result in forfeiture of ENTIRE DEPOSIT .

All questions and comments can be addressed to the Administrator at admin@themasjid.org or you can call 281-480-3325.

Signed: _____ Date: _____

Rental Fee: _____ Date Paid: _____

Deposit Refund Status: _____

Clean-up Checklist:

1. All seven indoor black trash containers must be emptied and garbage disposed of. This includes six in the Community Hall and one near the lobby entrance.
2. All debris must be wiped away and sanitized from community hall tables and chairs.
3. All sinks must be cleared of debris and food.
4. If CLIC utensils are used for food, they must be thoroughly cleaned and washed free of food.
5. There is to be no food left anywhere in the community hall after the event.
6. Used water bottles must be emptied and placed in recycling bin.
7. Community hall furniture must be returned to its proper place.
8. Storage tables and chairs must be broken down and placed properly on their respective racks.
9. Floor must be properly swept of debris.
10. Wipe down inside of refrigerator and microwave if used, and do not leave any food in them
11. Failure to complete ALL clean-up requirements will result in the forfeiture of ALL of your Damage Deposit. Any damage to CLIC property or equipment will also result in the forfeiture of the entire damage deposit, or more charges. Initial: (_____)