

**ANJUMAN-E-ASGHARI
JA'AFARI ISLAMIC CENTER
MADRESSAH CENTER RENTAL APPLICATION AND AGREEMENT**

RENTER INFORMATION:

Name: _____ Organization: _____

Address: _____ City: _____ Zip: _____

Home phone: _____ Mobile phone: _____

EVENT INFORMATION: Type of Event: _____

Event date(s): _____ Start time: _____ End time: _____

Anticipated Attendance: _____ Will food be served? _____

Please check if you will require any of the following equipment:

Kitchen Microphone and sound system TV and Video

Other (specify): _____

A base fee of \$100.00 (due in advance), is required for the use of the facility. The base fee includes the required 4 hour minimum rental period. A fee of \$20 per hour will be charged for any additional rental time exceeding 4 hours.

The purpose of this fee is to partially offset utilities and other costs incurred by the Anjuman-e-Asghari Ja'afari Islamic Center. Renters are encouraged to make additional donations to assist the Anjuman-e-Asghari Ja'afari Islamic Center in raising funds for the upkeep of the facilities, and to cover all of the costs of the use of the facilities. Please indicate any additional donation here:

\$ 25 \$ 50 \$ 100 \$250 Other: _____

In addition, a \$75.00 cleaning charge is required for the use of the facility and a security deposit of \$25.00. The security deposit will be returned after the event, provided that the terms and conditions set forth on the Renter's Rights and Responsibilities are met, all keys are returned, and after an inspection confirming that cleaning was performed and that there was no damage to the facility. Non-compliance with any term or condition of this agreement will result in the forfeiture of the entire fee.

Rental Fee paid on (date): _____ Security Deposit paid on (date): _____

I have read the Renter's Rights and Responsibilities and this Agreement. I hereby agree that these rules shall be strictly observed. I accept entire responsibility for the enforcement of these rules. ***NON-COMPLIANCE WITH ANY TERM OR CONDITION OF THIS AGREEMENT INCLUDING THE RULES SET FORTH IN THE RENTER'S RIGHTS AND RESPONSIBILITIES MAY RESULT IN DENIAL OF FUTURE APPLICATIONS FOR USE OF ANJUMAN-E-ASGHARI JA'AFARI ISLAMIC CENTER FACILITIES.***

I agree to protect Anjuman-e-Asghari Ja'afari Islamic Center and indemnify Anjuman-e-Asghari Ja'afari Islamic Center for any damage due to the use of the facility covered by this agreement.

I understand and agree that this agreement may be revoked or canceled at any time, with or without cause, and that in the event of such revocation or cancellation, there shall be no claim or right to damages or reimbursement on account of any loss, damage or expense whatsoever, other than the return of the rental fee.

I further agree to protect, indemnify, save and hold harmless Anjuman-e-Asghari Ja'afari Islamic Center, its officers, trustees, and members from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the facilities requested in this application.

Signature of applicant: _____ Date: _____

RENTER'S RIGHTS AND RESPONSIBILITIES

1. Applications will not be processed without the rental fee and security deposit.
2. Use of the facilities requires that the laws of the Shariah be observed at all times during the program.
3. Use of the classrooms in the Madressah facilities is not allowed without prior arrangements.
4. The individual and group named as renter on the agreement shall be held jointly responsible for any use to which the facility is put and shall accept responsibility for all damage. **YOU ARE RESPONSIBLE FOR THE CONDUCT OF YOUR GUESTS.** You are advised to contact your insurance agent regarding appropriate coverage.
5. Application must include the set-up time and clean-up time. Groups will not be allowed to enter facilities prior to the rental time listed on the agreement. All activities shall cease in sufficient time to clean-up and completely vacate the facility. Use of the facility shall be restricted to those times listed on the agreement.
6. Anjuman-e-Asghari Ja'afari Islamic Center is not responsible for lost or stolen items.
7. The use of facilities shall be restricted to those spaces specifically requested in the agreement. Equipment or furniture shall not be moved from one area to another.
8. No equipment or supplies may be left overnight.
9. All arrangements for outside deliveries are the responsibility of the Renter, and must occur during the time specified for use of the facilities on the agreement.
10. Prior approval is required for signs, posters, or equipment brought by the renter.
11. Renter may cancel the agreement prior to picking up the key by notifying Anjuman-e-Asghari Ja'afari Islamic Center, and the fee will be refunded. If the renter fails to use the facility as scheduled after picking up the key, the facility will be considered used, and there will be no return of the rental fee.
12. If the renter fails to use the facility as scheduled without canceling the agreement, the facility will be considered used, and there will be no return of the rental fee.
13. Fire and safety regulations of the city, county and state must be observed at all times.
14. There shall be no marking or applying of materials to the walls, ceilings or floors that may damage, harm, or deface the walls, ceilings or floors; this includes heavy-duty tape, staples, and nails.
15. Renter is responsible to arrange for picking up the key before the event, and returning the key after the event.
16. All children must be supervised by adults.
17. Smoking is prohibited in all facilities and only allowed in designated outdoor areas.
18. **RENTER IS RESPONSIBLE FOR THE FOLLOWING CLEAN-UP BEFORE LEAVING THE FACILITY:**
 - **Clean up the Kitchen. It must be left as clean as when you found it.**
 - **All other areas of the facility, including bathrooms, must be left in reasonable clean condition.**
 - **Remove all decorations**
 - **Facility must be cleared of garbage. Garbage must be placed in the outside containers provided. Renters must remove from the property garbage that does not fit in the containers provided.**
 - **Renter must move all materials and equipment brought to the facility.**